

Application # \_\_\_\_\_

**Town of Glocester**  
**Town Hall, 1145 Putnam Pike**  
**Chepachet, Rhode Island 02814**  
**Application for Administrative Subdivision**

This application form and all other required materials must be completed in full prior to being submitted to the Administrative Officer for review. The application and accompanying materials shall be certified as complete or incomplete within 15 working days of the submission date. Please refer to the attached checklist for additional materials required for submission with the application. Administrative Subdivision Application Fee: \$50

Date: \_\_\_\_\_

Applicant(s) Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Owner(s)Name (1) \_\_\_\_\_ Phone Number \_\_\_\_\_

(2) \_\_\_\_\_

Mailing Address (1) \_\_\_\_\_

(2) \_\_\_\_\_

Street Address of lot(s) to be altered \_\_\_\_\_

Assessors Plat \_\_\_\_\_ Lot(s) \_\_\_\_\_

Recorded plat and Lot number of the lot(s) to be altered (if applicable) \_\_\_\_\_

Zoning District of parcel \_\_\_\_\_

Acreage or square feet of each proposed lot \_\_\_\_\_

*I/We, the undersigned, do swear that (I am or we are) the only (owner or owners) of record of the property under consideration in this application and that all information given above and otherwise submitted is, to the best of my/our knowledge, accurate and complete. Additionally, I/We, the undersigned, accept full responsibility for the accuracy and completeness of the required information pursuant to the Land Development and Subdivision Regulations and the accompanying checklist of requirements. All owners of record must sign the application.*

Applicants Signature (if different from owner) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner(s) (1) \_\_\_\_\_ Date \_\_\_\_\_

(2) \_\_\_\_\_ Date \_\_\_\_\_

Owner's Agent/ Attorney \_\_\_\_\_ Date \_\_\_\_\_

Surveyor \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY:**

Date of receipt \_\_\_\_\_ Received by \_\_\_\_\_

Date certified complete \_\_\_\_\_ Certified by \_\_\_\_\_

Fee acceptance date \_\_\_\_\_ amount \_\_\_\_\_ Accepted by \_\_\_\_\_

Technical Review Committee Action; Date \_\_\_\_\_

APPROVE \_\_\_\_\_ REJECT \_\_\_\_\_ REFERRED to Planning Board \_\_\_\_\_

Planning Board acceptance (date) \_\_\_\_\_

Recorded: Hanging File # \_\_\_\_\_ Map # \_\_\_\_\_ Date \_\_\_\_\_

SUBDIVISION OF LAND

*300 Attachment 1*

**Town of Gloucester**

**Checklist A: Checklist for Administrative Subdivision**

The applicant shall submit to the administrative officer one Mylar and 10 blue line or photocopies of the proposed plat for review. The scale shall be sufficient to show all of the information required and shall be subject to the approval of the administrative officer. Plans must be no larger than 24 inches by 36 inches. At a minimum, the following information shall be provided:

1. \_\_\_\_\_ Name of the proposed subdivision, if applicable.
2. \_\_\_\_\_ Name and address of the property owner and applicant.
3. \_\_\_\_\_ Name and address of the preparer of the plan.
4. \_\_\_\_\_ Date of plan preparation, with revision date(s) (if any).
5. \_\_\_\_\_ Graphic scale and North arrow.
6. \_\_\_\_\_ Plat and lot number(s) of the parcel(s) being resubdivided.
7. \_\_\_\_\_ Legend showing all symbols.
8. \_\_\_\_\_ Zoning district(s) of the parcel being resubdivided. If more than one district, zoning boundary lines must be shown.
9. \_\_\_\_\_ Inset locus map at 1" = 2,000'.
10. \_\_\_\_\_ Existing property lines, easements and right(s)-of-way.
11. \_\_\_\_\_ Proposed property lines, drawn so as to distinguish them from existing property lines.
12. \_\_\_\_\_ Existing and proposed area(s) of the parcel(s) being resubdivided.
13. \_\_\_\_\_ Certification (stamp) by a registered land surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to the survey requirements of these Regulations.
14. \_\_\_\_\_ Location and size of existing buildings, structures, utilities and improvements (septic systems, wells, water lines, sewer lines, surface drains, etc.).
15. \_\_\_\_\_ Location, width and names of existing public or private street rights-of-way within or immediately adjacent to the parcel being resubdivided.
16. \_\_\_\_\_ Approximate location of wetlands or other land unsuitable for development.

GLOCESTER CODE

- 17. \_\_\_\_\_ Building envelope for each lot.
- 18. \_\_\_\_\_ Monument locations.
- 19. \_\_\_\_\_ Certification by the Tax Collector that all Town taxes due on the land have been paid to date and that there are no outstanding liens on the land.
- 20. \_\_\_\_\_ A statement (in duplicate) of easements and conditions.
- 21. \_\_\_\_\_ Administrative (filing) fee: \_\_\_\_\_ (See § 300-37A.)
- 22. \_\_\_\_\_ Other required accompanying documents: \_\_\_\_\_

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