

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

**TOWN OF GLOCESTER**  
Town Hall, 1145 Putnam Pike  
Chepachet, Rhode Island 02814

**FINAL PLAN APPLICATION FOR**  
**Land Developments and Subdivisions**  
**MAJOR SUBDIVISION**

This application 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 45 days after the submission date. Please refer to the attached checklist for additional materials required for submission with the application.

Date: \_\_\_\_\_ Application Fee: \$100 + \$20 per lot

Applicant(s) Name \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

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

(2) \_\_\_\_\_ Phone Number \_\_\_\_\_

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

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

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

Location of Parcel (Street, pole number, address) \_\_\_\_\_

Total number of lots in the proposed plan \_\_\_\_\_

Zoning District(s) of the parcel(s) \_\_\_\_\_

Total number of dwelling units proposed \_\_\_\_\_

I/We, the undersigned, do swear that all information given above 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. All owners of record must sign the application.

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

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

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

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 \_\_\_\_\_

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*300 Attachment 10*

**Town of Gloucester  
Checklist J: Final Plat Checklist for Major Land  
Developments and Major Subdivisions**

The applicant shall submit to the Administrative Officer copies of final site plans and supporting materials as indicated below:

A. Plat plans to be recorded: Two copies of the final plat plan drawn on Mylar to a scale between one inch equals 50 feet and one inch equals 100 feet. The scale may be modified with the permission of the Administrative Officer. In addition at least 10 blue-line or photocopies shall also be submitted. Each sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.). The following information shall be shown on the plans:

1. \_\_\_\_\_ Name of the proposed subdivision.
2. \_\_\_\_\_ Notation that the subdivision is located in the Town of Gloucester, RI.
3. \_\_\_\_\_ Name and address of property owner and applicant.
4. \_\_\_\_\_ Name, address and telephone number of engineer or land surveyor.
5. \_\_\_\_\_ Date of plan preparation, with revision date(s) (if any).
6. \_\_\_\_\_ Graphic scale and true North arrow.
7. \_\_\_\_\_ Inset locus map.
8. \_\_\_\_\_ Plat and lot number(s) of the land being subdivided.
9. \_\_\_\_\_ Zoning district(s) of the parcel being subdivided. (If more than one district, zoning boundary lines must be shown.)
10. \_\_\_\_\_ Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines.
11. \_\_\_\_\_ Location and dimensions of existing property lines easements and rights-of-way within or immediately adjacent to the parcel being subdivided.
12. \_\_\_\_\_ Location, width and names of proposed and existing streets within and immediately adjacent to the parcel being subdivided.
13. \_\_\_\_\_ Names of abutting property owners and property owners immediately across any adjacent streets.

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14. \_\_\_\_\_ Location of proposed permanent bounds.
15. \_\_\_\_\_ Location of all interior lot lines and street lines with accurate dimensions indicated. (Existing property lines shown as solid, easements and rights-of-way(s). Property lines to be eliminated or revised shown as broken lines. Proposed property lines (new) to be shown as heavy solid lines.)
16. \_\_\_\_\_ Location and number of all proposed lots, with accurate areas indicated.
17. \_\_\_\_\_ Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated.
18. \_\_\_\_\_ Notation of special conditions of approval imposed by the Planning Board (if any).
19. \_\_\_\_\_ Notation of any permits and agreements with state and federal reviewing agencies (if any).
20. \_\_\_\_\_ Phasing schedule (if any).
21. \_\_\_\_\_ Certification 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 Class I survey requirements and are certified as being correct.

B. Construction drawings: 10 blue-line or photocopies of construction plans drawn to a scale of one inch equals 40 feet. The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

1. \_\_\_\_\_ Final construction plans and construction schedule as listed in the preliminary plat checklist, including plans of any additional improvements as required by the Planning Board as a condition of approval.
2. \_\_\_\_\_ Certification of a registered professional engineer that the plan is correct.
3. \_\_\_\_\_ For phased projects, as-built drawings for the previous phase.

C. Supporting materials:

1. \_\_\_\_\_ Certificate of the Tax Collector showing that all taxes due on the parcel being subdivided have been paid for a period of two years prior to filing of the final plat and that there are no outstanding municipal liens on the parcel.
2. \_\_\_\_\_ Performance bond or other financial guarantees (if applicable).
3. \_\_\_\_\_ Two original signed copies of all legal documents describing the property creating a homeowners' sociation, proposed easements and rights-of-way, dedications,

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conservation or preservation restrictions on use of open space, or other required legal documents.

Specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4. \_\_\_\_\_ Two signed copies of an irrevocable offer to convey to the Town all public streets and/or other public improvements, accompanied by a metes and bounds description of said areas.
- 5. \_\_\_\_\_ Deed transferring land proposed for dedication to the Town or other qualified group or agency for open space purposes.
- 6. \_\_\_\_\_ Yield plan, if modified from preliminary stage of review.
- 7. \_\_\_\_\_ Evidence that any zoning amendment that may be necessary to carry out the project has been approved by the Town Council (if applicable).
- 8. \_\_\_\_\_ Evidence that all public improvements have been certified as complete by the Public Works Director or that a public improvement guarantee has been received and approved.
- 9. \_\_\_\_\_ Open space use and management plan (conservation developments only).

D. Payment of required fees: payment of the following fees or posting of financial guarantees, if required, to be prior to endorsement by the Planning Board and recording of final plans:

- 1. \_\_\_\_\_ Administrative (filing) fee: See § 300-37A.
- 2. \_\_\_\_\_ Final plat recording fee: Amount \_\_\_\_\_
- 3. \_\_\_\_\_ Performance bond or other financial guarantees  
Initial amount \_\_\_\_\_  
Date set by Planning Board \_\_\_\_\_
- 4. \_\_\_\_\_ Fees in-lieu-of land dedication: Amount \_\_\_\_\_
- 5. \_\_\_\_\_ Inspection fee: Amount \_\_\_\_\_
- 6. \_\_\_\_\_ Evidence of reimbursement of all outstanding fees to the Town resulting from master plan or preliminary plan review.

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7. \_\_\_\_\_ Maintenance bond for acceptance of public improvements (if applicable).

Amount \_\_\_\_\_

Date of Council Acceptance \_\_\_\_\_

Description \_\_\_\_\_

Date of Expiration of Maintenance Bond \_\_\_\_\_