

Application # _____

Town of Gloucester
Town Hall, 1145 Putnam Pike
Chepachet, Rhode Island 02814

*Final Plan Application for
Minor 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 25 days after the submission date. Please refer to the attached checklist for additional materials required for submission with the application. Application Fees: 1-3 lots no public improvements \$ 50 + \$20 per lot; All other Minor Subdivisions \$100 + \$20 per lot.

Date: _____

Applicant(s) Name _____

Address _____ Phone Number _____

Owner(s) Name (1) _____ Phone Number _____

(2) _____

Mailing Address (1) _____

(2) _____

Assessors Map # _____ Existing lot (s) # _____

Location of Parcel(s) (Street, pole number, address) _____

Total Area of parcel(s) to be subdivided _____

Zoning District(s) of the parcel(s) _____

Total number of lots in the proposed subdivision plan _____

I/We, the undersigned, do hereby certify that I/We are the only owner(s) of record of the property being subdivided under this application. In addition, I/We do hereby swear 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 attached checklist. All owners of record must sign the application.

Signature of Applicant (if different from owner) _____ Date _____

Signature of Owner(s)(1) _____ Date _____

(2) _____ Date _____

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 6

**Town of Gloucester
Checklist F: Final Plat Checklist for Minor Land Development
Projects and Minor Subdivisions
(No Street Creation or Extension)**

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 drawn on Mylar to a scale of one inch to 40 feet. The scale may be modified with the permission of the administrative officer. In addition, 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 North arrow.
7. _____ Inset locus map at 1" = 2,000'.
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.

GLOCESTER CODE

14. _____ Location of proposed permanent bounds.
15. _____ Location of all interior lot lines and street lines with accurate dimensions indicated.
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. _____ 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 the survey requirements of these Regulations, and are certified as being correct.

B. Supporting Materials.

1. _____ Administrative (filing) fee: See § 300-37A.
2. _____ Two original signed copies of all legal documents describing the property including proposed easements and rights-of-way, dedications, conservation or preservation restrictions on the use of open space, or other required legal documents.
3. _____ Certification by the Tax Collector that all Town taxes due on the land have been paid to date and that there are no outstanding tax liens on the land.
4. _____ Written confirmation from the RI Department of Environmental Management pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed subdivision, including any required off-site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration.
5. _____ In lieu of item 4 above, an affidavit signed by a qualified professional (a wetlands biologist, a registered professional engineer or a registered landscape architect) stating that there are no freshwater wetlands present on or within 200 feet of the property being subdivided.
6. _____ A physical alteration permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a state highway or other right-of-way (if necessary).
7. _____ Evidence of reimbursement of all outstanding fees to the Town resulting from preliminary plan review.