

**FINAL PLAT CHECKLIST  
MINOR AND MAJOR LAND DEVELOPMENTS AND 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 – One copy of the final plat plan drawn on mylar to a scale of 1 inch to 40 feet. The scale may be modified with the permission of the Administrative Officer. In addition, six (6) copies 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 2, 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 Narragansett, 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. \_\_\_\_ Plat and Lot number(s) of the land being subdivided
8. \_\_\_\_ Zoning district(s) of the land being subdivided. If more than one district, zoning boundary lines must be shown
9. \_\_\_\_ Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
10. \_\_\_\_ Location and dimensions of existing property lines within or adjacent to the subdivision parcel, easements and rights-of-way
11. \_\_\_\_ Location, width and names of existing streets within and immediately adjacent to the subdivision parcel
12. \_\_\_\_ Names of abutting property owners and property owners immediately across any adjacent streets
13. \_\_\_\_ Location of proposed permanent bounds
14. \_\_\_\_ Location of all interior lot lines and street lines with accurate dimensions indicated

15. \_\_\_\_ Location and number of all proposed lots, with accurate areas indicated
16. \_\_\_\_ Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated
17. \_\_\_\_ Notation of special conditions of approve imposed by the Planning Board (if any)
18. \_\_\_\_ Notation of any permits and agreements with state and federal reviewing agencies (if any)
19. \_\_\_\_ Phasing schedule (if any)
20. \_\_\_\_ Street Index
21. \_\_\_\_ Certification by a Professional Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to meet a minimum of Class II survey and to conform to Procedural and Technical Standards For the Practice of Land Surveying In the State of Rhode Island and Providence Plantations as Prepared by the Rhode Island Society of Professional Land Surveyors, Inc., May 1992, as amended

B. Construction Drawings – Five blue line or copies of construction plans drawn to a scale of 1 inch to 40 feet. The scale may be modified with the permission of the Administrative Officer. In addition, five (5) copies 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 2, 2 of 3, etc.).

1. \_\_\_\_ Final construction plans 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 (stamp) of Registered Professional Engineer that the construction drawings are correct
3. \_\_\_\_ Proposed street plan and profiles drawn at a scale of 1"=40' horizontal and 1"=4' vertical if required by the Planning Board
4. \_\_\_\_ Street cross-section, if required by the Planning Board
5. \_\_\_\_ Proposed landscaping plan, if required by the Planning Board
6. \_\_\_\_ Soil erosion and sediment control plan (if required)

C. Supporting Materials

1. \_\_\_\_ Filing Fee: - \$200 plus \$20 per unit
2. \_\_\_\_ Two original signed copies of all legal documents describing the property, including proposed easements and rights-of-way, dedications, restrictions, or other required legal documents, including but not limited to conservation easements, homeowners' association documents, and the like  
Specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_ 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. *(Note: this may be a copy of that submitted for Preliminary Review if no change has occurred in the plans.)*
4. \_\_\_\_ In lieu of item 3 above, an affidavit signed by a qualified wetlands biologist accepted by the Planning Board stating there are no freshwater wetlands present on or within 200 feet of the property being subdivided
5. \_\_\_\_ Written approval of the proposed subdivision, including any required off-site construction, from the RI Coastal Resources Management Council in the form of a preliminary or Assent as provided in the Rhode Island Coastal Resources Program, or any applicable Special Area Management (SAM) Plans, or any subsequent amendments thereto. *(Note: this may be a copy of that submitted for Preliminary Review if no change has occurred in the plans.)*
6. \_\_\_\_ In lieu of item 5 above, an affidavit signed by a qualified professional or a letter from the RI Coastal Resources Management Council indicating that the provisions of the Coastal Resource Management Program do not apply.
7. \_\_\_\_ 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)
8. \_\_\_\_ Certificate of the Tax Collector showing that all taxes due on the parcel being subdivided have been paid for period of five (5) years to prior to the filing of the final plat and that there are no outstanding municipal liens on the property

9. \_\_\_\_ 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.

10. \_\_\_\_ Deed transferring land proposed for dedication to the Town or other qualified group or agency for open space purposed (if appropriate)

11. \_\_\_\_ Plans should also be submitted on CD in AutoCAD .dwg or .dxf file format

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. \_\_\_\_ Final plat recording fee – Amount \_\_\_\_\_

2. \_\_\_\_ Performance bond or other financial guarantees

Initial amount \_\_\_\_\_

Date set by Planning Board \_\_\_\_\_

Date of expiration of surety \_\_\_\_\_

3. \_\_\_\_ Fees in lieu-of-land dedication – Amount \_\_\_\_\_

4. \_\_\_\_ Inspection fee – Amount \_\_\_\_\_

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

Amount \_\_\_\_\_

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

Description \_\_\_\_\_

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