



## TOWN OF BURRILLVILLE

Planning Department  
Town Hall Annex  
144 Harrisville Main Street  
Harrisville, RI 02830-1499  
401-568-4300 x130

### Administrative Subdivision Application

Complete and submit this form with all other required application packet materials listed in the attached checklist. The Administrative Officer will review and certify your packet as complete or incomplete within 15 working days of the submission date.

**Application Fee: \$50 Review by Town Planner or \$100 Review by Planning Board**

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

Email address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

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

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

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

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

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

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

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

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 \_\_\_\_\_

Administrative Officer/Planning Board Action: \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

12/21

# **Town of Burrillville Administrative Subdivision Checklist**

The applicant shall file the following materials with the Administrative Officer or designee in accordance with the Burrillville Subdivision and Land Developments and this checklist.

## **For Plan Review:**

\_\_\_\_\_ **1 PDF (electronic) copy of the complete application packet** to include the required plans and all supporting materials required by this checklist.

\_\_\_\_\_ **1 paper application packet with 2 18"x24" plans**

## **For Final Recording (submit after final plan approval granted):**

\_\_\_\_\_ **2 18"x24" mylar copies of the final plan drawn to a scale**

\_\_\_\_\_ **3 18"x24" paper copies of the final plan.**

The Administrative Officer reserves the right to require additional paper copies to complete review. The plans must be drawn 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. Each sheet shall be 18 inches by 24 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.).

## **Site Plan** (18" x 24") showing:

\_\_\_\_\_ A title block containing the Plan Title, Assessors Plat and lot number(s), date of plan preparation, with any revisions, name and address of property owner and applicant, if different

\_\_\_\_\_ Lot lines, buildings, wells, OWTS, the proposed area(s) and lot lines, the zoning district(s) and existing streets, existing easements

\_\_\_\_\_ North arrow, and scale (between 1"= 50' and 1"= 100' )

\_\_\_\_\_ A legend of all symbols used in the plan

\_\_\_\_\_ Class of survey, signed stamp, name and address of the preparer of the plan. Class I Survey required for each lot revision.

\_\_\_\_\_ Locus Map; showing the parcel under consideration in relation to the rest of the Town of Burrillville

\_\_\_\_\_ Existing boundary lines shown as solid line.

\_\_\_\_\_ New lot lines shown as heavy solid line.

\_\_\_\_\_ Property lines to be eliminated or revised shown as broken lines.

\_\_\_\_\_ Location of existing and proposed permanent monuments.

\_\_\_\_\_ Note on plans whether the subdivision is within a: Historic District; Aquifer Overlay Zone; Wellhead Protection District; the Route 102 Development Management District or a Flood Zone. Show boundary lines where applicable.

\_\_\_\_\_ **Application Fee**; A \$50 (or \$100 dollar for Planning Board review) application fee must be submitted to the Administrative Officer.

\_\_\_\_\_ **Narrative Description of the Proposed Plan**; A detailed description of the proposed plan, including the purpose of the proposed plan, and any pertinent features of the site that may be affected.

\_\_\_\_\_ **Property Liability Verification**; Written certification from the Burrillville Tax Collector, Fire District Tax Collector, Sewer and Water Departments that all property taxes and fee assessments on the land involved are current.

\_\_\_\_\_ **Other**; Such other information as may be required by the Administrative Officer and/or the Planning Board to show that the proposed plan is in accordance with the Burrillville Land Development and Subdivision Regulations and the Burrillville Zoning Ordinance.

\_\_\_\_\_ **Digital Documents**; a digital copy (PDF) of plans and all submission materials to [rgoff@burrillville.org](mailto:rgoff@burrillville.org)

\_\_\_\_\_ **Current version of AutoCAD release of plan**; (separate, distinct georeferenced file locations depicting parcels, buildings, sewer, water, electric and drainage lines)