



TOWN OF BURRILLVILLE

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

Final Plan Application **Major Land Development and Subdivision Projects**

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: \$200

Applicant(s) Name _____	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 _____

Planning Board Action; Date _____ APPROVE ___ REJECT ___

Planning Board acceptance (date) _____

Recorded: Hanging File # _____ Map # _____ Date _____



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Final Plan Submission Checklist **Major Land Development and Subdivision Projects**

The Applicant shall submit to the Administrative Officer:

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 18"x24" plan**
- _____ **10 18"x24" paper plans if plan on agenda for Board review**

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 Board 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.).

The following information shall be shown on the plans:

1. _____ 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.
2. _____ Name, address and telephone number of engineer and/or land surveyor.
3. _____ Graphic scale and true North arrow.
4. _____ Inset locus map (1" = 2,000').
5. _____ Plat and lot number(s) of the parcel(s).
6. _____ Zoning district(s) of the parcel. (If more than one district, zoning boundary lines must be shown.)
7. _____ A legend of all symbols used in the plan.
8. _____ Location of all interior lot lines and street lines with accurate dimensions indicated.
 - Existing Boundary lines of parcel show as solid line
 - Proposed boundary lines of parcel(s) shown as heavy solid line
 - Eliminated boundary line(s) of parcel shown as dashed line
9. _____ Perimeter boundary lines of the subdivision, drawn to distinguish them from other property lines.

10. _____ Location, width and names of proposed and existing streets within and immediately adjacent to the parcel.
11. _____ Names of abutting property owners and property owners immediately across any adjacent streets.
12. _____ Location and dimensions of easements and rights-of-way within or immediately adjacent to the parcel.
13. _____ Location of proposed permanent bounds.
14. _____ Location and number of all proposed lots, with accurate areas indicated.
15. _____ Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated.
16. _____ Note on plans whether the subdivision is within a: Historic District; Aquifer Overlay Zone; Wellhead Protection District; the Rt. 102 Development Management District or a Flood Zone. Show boundary lines where applicable.
17. _____ Notation of special conditions of approval imposed by the Planning Board, Zoning Board or Town Council (if any).
18. _____ Notation of any permits and agreements with state and federal reviewing agencies (if any).
19. _____ Phasing schedule (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 Class I survey requirements and are certified as being correct.
21. _____ Signature blocks on every page

A. Construction drawings Three 24x26 inch 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. Plans must clearly show required information and be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.). The Board reserves the right to require additional paper copies to complete review.

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

B. Supporting materials

1. _____ 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.
2. _____ Performance bond or other financial guarantees (if applicable).

3. _____ Two original signed copies of all legal documents describing the property creating a homeowners' association, proposed easements and rights-of-way, dedications, conservation or preservation restrictions on use of open space, or other required legal documents.(if applicable)

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. (if applicable)
5. _____ Deed transferring land proposed for dedication to the Town or other qualified group or agency for open space purposes. (if applicable)
6. _____ Evidence that any zoning amendment that may be necessary to carry out the project has been approved by the Town Council (if applicable).
7. _____ 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.
8. _____ Open space use and management plan (conservation developments only).
9. _____ Electronic (PDF) copy of plans and application materials, current version of AutoCAD release (separate, distinct georeferenced file locations depicting parcels, buildings, sewer, water, electric and drainage lines.)

C. 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:
2. _____ Performance bond or other financial
guarantees Initial amount _____ Date set by Planning Board _____
3. _____ Fees in-lieu-of land dedication: Amount _____
4. _____ Recreation Fee
5. _____ Inspection fee: Amount _____
6. _____ Evidence of reimbursement of all outstanding fees to the Town resulting from master plan or preliminary plan review.
7. _____ Maintenance bond for acceptance of public improvements (if applicable).
Amount _____ Date of Council Acceptance _____
Description _____
Date of Expiration of Maintenance Bond _____