



## TOWN OF BURRILLVILLE

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

### **Final Plan Application** **Minor 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) _____	Plan Date _____
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	
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 _____ 12/21



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### **Final Plan Submission Checklist** **Minor Land Developments and Subdivisions**

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

#### **For Plan Review:**

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

\_\_\_\_\_ **10 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 land surveyor and/or engineer.
3. \_\_\_\_\_ Graphic scale and true North arrow.
4. \_\_\_\_\_ Inset locus map.
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, Town Council or Zoning Board (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.

**Construction drawings** Three 24x36 inch paper copies 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.

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

**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 \_\_\_\_\_