



Town of Coventry - Subdivision and Land Development Regulations  
**CHECKLIST: ADMINISTRATIVE SUBDIVISION**

Preparer: \_\_\_\_\_ Assessors Plat: \_\_\_\_\_ Lot: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Name of Project: \_\_\_\_\_

Email and Fax Number: \_\_\_\_\_

Please refer to the Submission Requirements for Administrative Subdivisions for support in completing your application.

All plans required by this Checklist shall show the following information (if applicable). If any checklist item appears to be inapplicable, please explain:

To be Checked by the Administrative Officer and Applicant	
<b>A. TITLE BLOCK</b>	
1.	Name of the proposed subdivision
2.	Name, address and telephone number of property owner (s), applicant(s) and legal counsel. If the owner of record is a corporation, the name and address of the president and secretary
3.	Name, address and telephone number of preparer
4.	Date of plan preparation, with revision date(s) (if any)
5.	Graphic scale (approximately 1" = 40'), true north arrow
6.	Map legend (items displayed on all maps/plans shall be symbolized in a legend)
7.	Plat and lot number(s) and street address of the land being subdivided
8.	Name, address, phone & stamp of Registered Engineer or Land Surveyor responsible for the plans
<b>B. PROPOSED PLAT PLAN</b>	
9.	Existing and proposed acreage of parcel to the nearest tenth acre
10.	Zoning district(s) and Fire district(s) of the land being subdivided. If more than one district, boundary lines must be shown
11.	Proposed perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
12.	Location and dimensions of existing property lines within or adjacent to the subdivision parcel, easements and rights-of-way
13.	Location, width and names of existing public and private streets within or immediately adjacent to the parcel being re-subdivided. Please also list the name of the street and owner below _____
14.	Existing easements, rights of way, driveways and rail lines
15.	Topographic conditions at 5 foot contour intervals for the entire parcel being re-subdivided
16.	Location of existing wooded areas, notation of existing ground cover
17.	Location of any unique natural or manmade and/or historic features, including stone walls, rock outcroppings, embankments and retaining walls
18.	Location of wetlands or watercourses on site and within 200 feet of the perimeter of the subdivision parcel Is the parcel subject to Rhode Island General Laws, 2-1-18 et. Seq. (Fresh Water Wetlands)? _____
19.	Location and elevation of 100 year flood plain
20.	Areas of existing agricultural use (if any)
21.	Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision
22.	Location of historic cemeteries within or immediately adjacent to the subdivision (if any) If any, approval by the Town Council of a proposal for perpetual care of cemeteries on the lot _____
23.	Location and dimensions of all existing utilities within and immediately adjacent to the subdivision, including: _____ sewer    _____ phone, cable, TV    _____ gas _____ water    _____ fire alarm, hydrants    _____ above and underground water storage tanks _____ electric    _____ utility poles    _____ stormwater drainage facilities _____ other proposed above or underground utilities
24.	Notation on plan if the subdivision parcel(s) are located within any of the following areas: _____ Natural Heritage Areas (RIDEM) _____ Historic Districts (Town) _____ Groundwater Protection Area (RIDEM)
25.	A zoning data table indicating Required and Proposed zoning as well as calculations necessary to determine conformance to zoning regulations. Land suitable and unsuitable for development breakdown (see Article III of the Subdivision Rules and Regulations), setbacks, frontage, building height, lot coverage etc. shall be included in this table
26.	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 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., April 1994, as amended. Measurement standards for surveys shall meet the minimum standards for Class I surveys

27.	A copy of the Tax Assessor's plat map marked to indicate the boundary of the land to be re-subdivided
28.	Certificate(s) from the Tax Collector, fire district, and sewer authority (if applicable) showing that all taxes and fees due on the parcel being subdivided have been paid for a period of five (5) years prior to filing of the final plat and that there are no outstanding municipal liens on the parcel
29.	Any additional requirements of the Planning Department, Planning Commission or any other Town/State entity: _____
<b>C. FEES</b>	
30.	Filing Fee - \$100

*I hereby certify that the information presented in this application is true and accurate to the best of my knowledge.*

\_\_\_\_\_  
PREPARER

\_\_\_\_\_  
DATE