

Attachment 1.

CHECKLIST FOR ADMINISTRATIVE SUBDIVISION

Ten (10) copies of all items

A proposed plat, stamped and signed by a professional surveyor registered in the State of Rhode Island, showing the following information (“N/A” if not applicable):

1. A general location map showing the relationship of the parcel to the area within a half-mile radius
2. Names and addresses of the property owner and applicant
3. Date of plan preparation, with revision date(s)
4. True north arrow, and graphic scale (minimum of 1 inch = 100 feet, or as otherwise required) on an 18-inch by 24-inch sheet (for recording purposes)
5. Assessors Map/Plat, Block, and Card/Lot numbers of the parcel being resubdivided, modified and / or recorded
6. Existing property lines, easements and rights of way
7. Zoning district(s) of the parcel being re-subdivided, modified and / or recorded with zoning boundary lines shown if there is more than one district
8. Location, width and names of existing public, private or paper streets within or immediately adjacent to the parcel being re-subdivided, modified and / or recorded
9. Names of abutting property owners and property owners immediately across any streets adjacent to the subject parcel
10. Location and size of existing buildings, structures and improvements
11. Approximate location of wetlands and coastal features
12. Proposed property lines, drawn so as to distinguish them from existing property lines
13. Locations of existing and proposed permanent bounds (concrete or granite where possible)
14. Existing and proposed areas of the parcel being re-subdivided and / or modified

- 145. _____ Dimensions and total area of the subject parcel, and location and dimensions of existing property lines, easements and rights-of-way within or appurtenant to the subject parcel, with a certification (stamp) of a registered land surveyor, and class of survey
- 156. _____ Existing contours at intervals of two feet (interpolation to 5' from U.S. Geodetic 10' data may be acceptable)
- 167. _____ Explanatory note summarizing the purpose of the plan, i.e., the change being proposed, with appropriate references to deeds and recorded plats

Supplementary information:

- 1. _____ If applicable, a notarized letter from the property owner(s) to the **Planning Board** stating that the applicant has been given the specific authority to represent the owner in the matter before the Board
- 2. _____ Current filing fees: \$ _____ for Administrative Subdivision
\$ _____ for Recording (per sheet)

(Separate checks payable to the **Town of Tiverton**)

Signature of Professional Land Surveyor	Registration No.	Date
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