

CITY OF EAST PROVIDENCE

MINOR SUBDIVISION - PRELIMINARY PLAN
SUBMISSION CHECKLIST

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The applicant shall file the following materials with the Administrative Officer or designee:

- (1.) A **completed application form** (Form B₁);
- (2.) A **plan** meeting the requirements of the East Providence Land Development and Subdivision Review Regulations, and *Plan and Profiles shall be submitted for all proposed streets* and public improvements in accordance with Articles 12 and 13 of the Regulations;
- (3.) **six (6) blueline copies** of the plans for completeness review and an electronic PDF of the proposed subdivision; **fourteen (14) blueline prints** of the plans when the plans are placed on a Planning Board agenda;
- (4.) **Where no street creation or extension is required, a certified list of names and addresses of property owners immediately abutting the perimeter of the subdivision** as of no more than thirty (30) days prior to the filing of an application, **and three (3) sets of mailing labels** pre-printed with said names and addresses which shall be three-column label sheets (with each label measuring 1 inch by 2-5/8's inch);
- (5.) **Where street creation or extension is required, a certified list of the names and addresses of all property owners within a two hundred (200) foot radius of the boundaries of the proposed subdivision** as of no more than thirty (30) days prior to the filing of an application, **and three (3) sets of mailing labels** pre-printed with said names and addresses which shall be three-column label sheets (with each label measuring 1 inch by 2-5/8's inch);
- (6.) **Supporting documentation** as required, including:
 - (a) ***Narrative***
Fourteen (14) copies of a written narrative summarizing the entire proposal and any potential neighborhood impacts, i.e. traffic, noise, incompatibility of adjoining structures and uses.
 - (b) ***Comprehensive Plan Consistency*** – Submit a written analysis of consistency with the East Providence Comprehensive Plan. Subdivision proposals shall be consistent with the East Providence Comprehensive Plan, including its goals, objectives, policy statements, and Land Use 2010 Plan, and/or shall satisfactorily address the issues where they may be inconsistencies.

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(c) *Permits*

Copies of final permits required by state and/or federal agencies.

(d) *Tax Certification*

Written certification from the Finance Director that all property taxes on the land involved are current.

(e) *Legal Documents*

Five (5) copies of any legal documents relating to conditions proposed by the applicant, such as deed restrictions or establishment of a homeowners' association, as applicable.

(f) *Construction Improvement Guarantee*

Proposed form of improvement guarantee for street and/or other public improvements construction, as applicable.

(g) *Title Report*

A report as to real property title shall be required.

(h) *Other*

Such other information as may be required by the Administrative Officer and/or Planning Board to show that the details of the site plan are in accordance with the applicable requirements of the East Providence Land Development and Subdivision Review Regulations and Chapter 19, Zoning of the Revised Ordinances of East Providence.

(7.) A sufficient number of **copies of a reduced plan** of the proposed subdivision measuring no more than eight and one-half (8-1/2) by fourteen (14) inches and no less than eight and one-half (8-1/2) by eleven (11) inches for distribution to each party on the certified list of owners; plus seven (7) additional copies;

(8.) Where no street creation or extension is proposed, a **filing fee** in the amount of one-hundred twenty-five dollars (\$ 125) plus ten dollars (\$10) per lot by check payable to the City of East Providence; or

(9.) Where street creation or extension is proposed, a **filing fee** in the amount of three-hundred twenty-five dollars (\$ 375) plus twenty dollars (\$20) per lot by check payable to the City of East Providence.