

CITY OF PAWTUCKET
CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860
PHONE: (401) 728-0500 •• TDD: (401) 722-8239
<http://www.pawtucketri.com>



DEPARTMENT OF PLANNING AND REDEVELOPMENT

SUBDIVISION REVIEW REQUIREMENTS

All applications must be certified as complete by the Department of Planning and Redevelopment. Applicants will not be considered complete unless they include the information listed below. Applications requiring Planning Commission review must be certified as complete at least 21 days prior to the next scheduled meeting. Submission of an application 21 days prior to the meeting **DOES NOT GUARANTEE** that the application will be placed on the agenda of the next meeting, if the Department of Planning and Redevelopment determines that additional information is necessary for the application to be certified as complete. Applicants may schedule a pre-application conference to review their proposal.

All necessary utility, infrastructure, roadway, sidewalk, walkway and parking area improvements will be provided for the development by the applicant at his/her own expense. All improvements will be required to meet all applicable city requirements and standards.

The applicant is required to pay all costs associated with the required advertising and certified mailing and will be billed for all associated costs once the review process is complete.

For ALL subdivisions (administrative, minor, major)

- Application form complete, including owner's signature. If the owner's signature is not on the application, a letter stating the owner's consent for the filing of the application is required.
- A legal description of the property, as it appears on the deed, and a full and complete disclosure of direct or indirect ownership. In the case of a land trust, all beneficiaries shall be disclosed. In addition, a current title and affidavit of ownership is required.
- Statements and conditions of easements, deed restrictions, or covenants existing or proposed on the subject land.
- Class I Survey
- Signed Certificate of Good Standing
- Fee (Administrative - \$50; Minor - \$200; Major - \$500)

In addition, for major and minor subdivisions

- A public hearing is required for all major subdivisions. Any division of land on commercially or industrially zoned land is considered major and will have to submit all items listed for a major subdivision.
- List of abutters' names and address within 200' of proposed division.

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- Ten (10) copies of the plans on 24 x 36 inch sheets drawn to scale, not smaller than 1" = 100' by a registered architect, landscape architect, engineer or land surveyor.
- **The Class I Survey must include**
 - Name of Development;
 - Date of plan and revisions (if any);
 - Graphic scale, north arrow,
 - Locus map at 1" = 2000';
 - Property owner's name and address;
 - Zoning District(s);
 - All building setbacks required by zoning ordinance;
 - Location and width of all existing rights of way,
 - Easements and reservations within and adjacent to property;
 - All boundary lines of the property including their total acreage;
 - Certification and signature of Rhode island registered Land Surveyor that plan is correct; name, address and telephone number of any designers associated with the development of the plans;
 - Parking location;
 - Sign location and size;
 - Site access and circulation;
 - Fencing, Dumpsters;
 - Landscaping;
 - Utility connections;
 - Location of all floodways and all V and A flood zones;
 - Accurate location of significant natural, cultural and/or landscape features (including all wetlands and waterways).
- Documentation from existing utility agencies providing consent to connect to existing utilities. Said documentation may not be required at the time of application, however, approval may be conditioned upon providing said documentation to the City.
- For Major Subdivisions, the location and dimensions of existing buildings, streets and sidewalks, driveways and parking areas within 200 feet of property.

Once final approval is granted the following will be requested:

- Two Mylar copies of the approved subdivision map stamped and signed by a Registered Land Surveyor (maximum size 20"x30", minimum size 11"x17"). **This survey plan MUST show references and field controls found and used in the details.**
- Legal descriptions for all new lots
- Recording fee
- Copy of the subdivision plan in digital format, AutoCAD Release 14 or better