

**APPENDIX B**  
**TOWN OF LITTLE COMPTON, RHODE ISLAND**  
**INSTRUCTIONS AND CHECKLIST FOR MINOR SUBDIVISION**

These **Instructions and Checklist** apply to **Minor Subdivisions** – a residential subdivision resulting in five (5) or fewer lots and requiring no waivers or modifications to these regulations.

There are two (2) stages of review – Preliminary Plan and Final Plan. See article 5 for purposes, meetings and other requirements. The checklist below is intended to guide the Applicant through each stage by noting submission requirements.

**1. Preliminary Plan.**

**Complete all items of the Application Form for Submission of Minor Subdivision Plan and submit to Administrative Officer with the following:**

Required submissions are noted with a ● in the Checklist under column 1. In addition, the Preliminary Plan shall include items noted below:

- A. Ten (10) copies of the preliminary plans drawn to a scale of 1 inch to 100 feet.
- B. Size of sheets shall be 18 inches by 24 inches, folded not rolled.
- C. Multiple sheets shall include Key Map and shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).
- D. The Administrative Officer shall determine whether or not the plans are complete prior to submitting them for Planning Board review. Incomplete plans shall be returned to the applicant.
- E. Plans shall include a certification, with signature and seal, that all plans and improvements conform to all existing and amended standards of the State of Rhode Island, Board of Registration of Land Surveyors as follows:

*This survey and plan conform to a Class 1 (or 2) standard as adopted by The Rhode Island Board of Registration for Professional Land Surveyors.*

*I hereby certify that this survey was actually made on the ground as per record description and is correct. There are no encroachments either way across property lines except as shown.*

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By: Registered Professional Land Surveyor (SEAL) / Date

## **2. Final Plan**

**Complete all items of the Application form for Submission of Minor Subdivision Plan (new copy not necessary, note any changes from Preliminary Plan stage) and submit to the Administrative Officer with the following:**

Required submissions are noted with a ● in the Checklist under column 2. In addition, the Final Plan shall include items noted below:

- A. Plans to be Recorded – Five (5) paper copies of the Final Plan (which shall be an approved version of the Preliminary Plan, showing all required elements thereon) drawn to a scale of one (1) inch equals one hundred (100) feet, plus two (2) paper copies at one (1) inch equals two hundred (200) feet.
- B. Construction Drawings – One (1) paper copy of construction plans drawn to a scale of 1 inch to 50 feet.
- C. Any changes or requirements voted upon by the Planning Board at the Preliminary Plan stage.

**INSTRUCTIONS AND CHECKLIST FOR MINOR  
SUBDIVISIONS – CONTINUED**

**CHECKLIST OF REQUIRED INFORMATION**

<b>1</b>	<b>2</b>	<b>Required, if shown with a ●</b>
●	●	Application Form with name and address of Applicant and/or property owner
●	●	Date of plan preparation, with revision date(s) (if any).
●	●	Graphic scale and true north arrow.
●	●	Plat and lot number(s) of the parcel being subdivided.
●	●	Zoning district(s) of the parcel being subdivided. If more than one district, zoning boundary lines must be shown.
●	●	Deed Book and Page References; Plan Book and Page Numbers must be shown, if appropriate.
●	●	Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines.
●	●	Perimeter boundary lines – Curves shall include radius, arc length, central angle, and tangent and chord length.
●		Location and dimensions of existing property lines within or adjacent to the subdivision parcel.

**INSTRUCTIONS AND CHECKLIST FOR MINOR  
SUBDIVISIONS – CONTINUED**

1	2	Required, if shown with a ●
●	●	Existing property lines shall show interior angles and distances, easements and rights-of-way within or immediately adjacent to the parcel(s) being subdivided.
●	●	Location and dimensions of existing easements and rights-of-way.
●	●	Location, width and names of existing streets within and adjacent to the subdivision parcel.
●		Names of abutting property owners and property owners across any adjacent streets.
●		Location of wetlands, watercourses or coastal features, if present on or within 200 feet of the property being subdivided to be identified by a biologist.
●	●	Written confirmation from the Rhode Island Department of Environmental Management (RIDEM) pursuant to its <u>Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act</u> , and any subsequent amendments thereto, that plans of the proposed subdivision, including any required off-site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration, if the biologist certifies the presence of wetlands.
●	●	Location of wells and ISDS as proposed – indicate if RIDEM approval is pending or received.

**INSTRUCTIONS AND CHECKLIST FOR MINOR  
SUBDIVISIONS – CONTINUED**

1	2	<b>Required, if shown with a ●</b>
●		Provisions for collecting and discharging stormwater.
●	●	Location of historic cemeteries on or immediately adjacent to the subdivision (if any).
●		Location of any unique natural and/or historic features, including stone walls.
●	●	Proposed improvements including streets, lots, lot lines, with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines.
●	●	Base flood elevation data.
●	●	Grading plan to show existing and proposed contours at two-foot intervals for all grading proposed for on and off-site street construction, drainage facilities and upon individual lots if part of proposed subdivision improvements.
●		Two (2) copies of a drainage plan showing the measures to be taken to control erosion and sedimentation during and following the development of the subdivision and the measures planned to provide for the control of stormwater runoff.
●		Proposed street plan, profiles and cross-sections drawn at a scale of 1" = 50' if street is proposed.
●	●	Proposed street names (if applicable).

**INSTRUCTIONS AND CHECKLIST FOR MINOR  
SUBDIVISIONS – CONTINUED**

1	2	<b>Required, if shown with a ●</b>
●	●	Monuments – As specified in Appendix D.
●		The names and address of owners of all properties, agencies or communities requiring notification as required by these regulations.
●		Certified list of abutters from the Tax Assessors, including abutters across adjacent streets.
●		If Public hearing required – The names and addresses of owners of all properties, abutters, agencies or communities requiring notification as required by these Regulations, to be supplied on mailing labels, with completed US Postal Service Certified, Return-Receipt labels, with the Town Clerk’s return address stamped thereon.
●		Copies of return receipts for certified mail notices (above).
●	●	Drainage calculations.
	●	Written approval of the proposed subdivision, including any required off-site construction, from the Rhode Island Coastal Resources Management Council in the form of an Assent as provided in the Rhode Island Coastal Resources Management program, (if necessary).

**INSTRUCTIONS AND CHECKLIST FOR MINOR  
SUBDIVISIONS – CONTINUED**

1	2	<b>Required, if shown with a ●</b>
	●	A Physical Alteration Permit issued by the RI Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary).
	●	Preliminary Subdivision Suitability Determination by the RIDEM for the use of individual sewage disposal systems (ISDS).
	●	Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions , or other required legal documents.
	●	If street(s) are proposed, proof of homeowners’ association for ownership of platted lot not for development, used for streets, and liability insurance of the same (if applicable).
	●	Final written comments on the Preliminary Plan – Referral Form and attachments.
	●	Compliance with any additional improvements or conditions as required by the Preliminary Plan stage.
	●	Certification by a Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and conforms to the survey requirements of these Regulations.

**INSTRUCTIONS AND CHECKLIST FOR MINOR  
SUBDIVISIONS – CONTINUED**

1	2	Required, if shown with a ●
●	● ●	Payment of Required Fees <ul style="list-style-type: none"> <li>a. Application Filing Fee – See Section 7.5.1</li> <li>b. Inspection Fee – See Section 7.5.2</li> <li>c. Recording Fee – Final plat – Town Clerk</li> </ul>
	●	Either of the following: <ul style="list-style-type: none"> <li>a. A letter stating it is the intent of the applicant to complete the required improvements; or</li> <li>b. A letter requesting that security be set by the Board sufficient to cover the cost of required improvements.</li> </ul>
	●	Performance bond or other financial guarantees (Initial amount and date set by Planning Board).
	●	Maintenance bond for acceptance of public improvements (optional).

**Appendix B – Forms**

**Town of Little Compton Planning Board**

**Application Form for Submission of Minor Subdivision Plan**

Attach Additional Sheets as Needed.

\_\_\_\_\_ Preliminary Plan                      Date \_\_\_\_\_

\_\_\_\_\_ Final Plan                                      Date \_\_\_\_\_

**1. General Information**

A. Location of Proposed Subdivision – Street address, if applicable:

\_\_\_\_\_

B. Assessor's plat: \_\_\_\_\_ lot (s) \_\_\_\_\_

C. Applicant's Name (Include all owners of property):

\_\_\_\_\_

\_\_\_\_\_

D. Applicant's Address and Telephone:

\_\_\_\_\_

\_\_\_\_\_

E. Owner's Name, Address and Telephone (if different from Applicant):

\_\_\_\_\_

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\_\_\_\_\_

**Application Form for Submission of Minor Subdivision Plan – Page Two**

**2. Representation, if applicable (Include notarized letter of authorization).**

A. Representative's Name(s).

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B. Representative's Address and Telephone:

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**3. Description of Proposed Subdivision**

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**4. Tax Assessors Office, if applicable**

I have reviewed the proposed subdivision and concur with the Lot(s) numbering sequence used by the Owner/Applicant.

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Tax Assessor/Authorized Representative/Date

**5. Tax Collectors Office**

Current Tax Obligation for Lot(s) \_\_\_\_\_ Plat \_\_\_\_\_

\_\_\_\_\_ Has been met by the owner for tax period ending \_\_\_\_\_

\_\_\_\_\_ Has not been met by the owner. Submission is not acceptable until taxes are paid.

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Tax Collector/Authorized Representative/Date

**6. Owner/Applicant's Signature(s) and date**

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**Application Form for Submission of Minor Subdivision Plan – Page Three**

State of Rhode Island

County of \_\_\_\_\_

In \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_, before me personally appeared \_\_\_\_\_

\_\_\_\_\_, to me known and known  
by me to be the person(s) executing this Application and he/she/they acknowledge said  
Application by him/her/them executed to be his/her/their free act and deed.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission expires on: \_\_\_\_\_