



Application certified complete
on _____
by _____
(for DPD office use only)

City Of Providence- City Plan Commission Application for Administrative Subdivision

Date _____

1. General Information

A. Assessor's Plat(s): _____ Lot(s): _____

B. Street Address, if Applicable _____

C. Applicant's Name, Address:

_____ Telephone no: _____

D. Owner's Name, Address, Telephone no. (include all owners of property):

2. Description of Change

3. Tax Obligation

Current Tax Obligation for Assessor's Plat(s): _____ Lot(s): _____

___ has been met by the owner for tax period ending _____

___ has not been met by the owner. (Submission is not complete until taxes are paid.)

4. Owner/Applicant Signature(s) and date _____

Application received on _____ by _____

Procedure for filing an Administrative Subdivision

1. Complete the application form on the reverse of this page. *All owners of all pieces of property must sign the form.*
2. Have an Administrative Subdivision Plan prepared by a professional land surveyor registered in the State of Rhode Island. *The plan must include all elements listed in the checklist below.*
3. Submit the application form and the Mylar copy of the plan to Christopher Ise, Principal Planner, Department of Planning and Development, 444 Westminster Street, Providence 02903 (tel. 680-8525). There is no application fee.
4. The plan, if complete, will be processed in a few days. When you are notified that it is ready, retrieve the plan and file it with the Providence Recorder of Deeds in City Hall. There will be a recording fee.
5. Department of Planning and Development staff will forward copies of the plan to the Tax Assessor's Office and the Department of Inspection and Standards. A letter announcing the approval of the subdivision will also be posted in the City Clerk's Office.

| | | Checklist for Administrative Subdivisions |
|----|--|--|
| 1 | | Completed application Form A |
| 2 | | One copy of the preliminary site plan drawn to a scale of between 1" = 20' and 1" = 80' (so that the required details may be shown). If no new lot lines are being created, a Class IV survey is acceptable. Otherwise, surveys must be Class I. |
| 3 | | One copy of the final site plan printed on Mylar with the size of the plan sheets no smaller than 11" x 17" and no larger than 24" x 36". |
| 4 | | Surveyor's stamp or certification |
| 5 | | Date of plan preparation, with revision date(s), if any. |
| 6 | | Graphic scale and true north arrow. |
| 7 | | Plat and lot number(s) of the parcel being subdivided. |
| 8 | | Zoning district(s) and overlay district(s) of the parcel being subdivided; if more than one district, zoning boundary lines must be shown. |
| 9 | | Deed book and page number from the Recorder of Deeds. |
| 10 | | Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines. |
| 11 | | Location and dimensions of existing property lines, easements and rights-of-way within or adjacent to the subdivision parcel. |
| 12 | | Certified copy of deed(s) from the Recorder of Deeds |
| 13 | | Municipal Lien Certificate(s) from the Tax Collectors Office |
| 14 | | New legal description/metes and bounds description of parcel(s) |