



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

**City Of Providence- City Plan Commission**  
**Application for Minor Subdivision or Minor Land Development Project**

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 Minor Subdivision or Land Development Project**

1. Complete the application form “MI”. *All owners of all pieces of property must sign the form.*
2. Have a Minor Subdivision or Land Development Plan prepared. All subdivision plans must be created by a professional land surveyor registered in the State of Rhode Island. Plans for Land Development Projects will require engineering plans as well. *The plans must include all elements listed in the checklist below.*
3. When the plan is complete, schedule a Pre-application Meeting with Christopher Ise, Principal Planner, Department of Planning and Development, 444 Westminster Street, Providence 02903 (tel. 680-8525). The plan will be reviewed for completeness and you will be scheduled for a meeting of the City Plan Commission.
4. There is a \$25.00 application fee. Checks are to be made payable to “City Collector.”
5. Ten (10) copies of the plan will need to be submitted with the application.
6. The plan will be reviewed by the City Plan Commission at one or more of its monthly meetings. The applicant is required to attend these meetings.
7. Following approval by the Commission the applicant will be required to file the plan with the Providence Recorder of Deeds in City Hall. There will be a recording fee.
8. 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 or Land Development Project will also be posted in the City Clerk’s Office.

## Minor Subdivision and Minor Land Development Project

### Checklist of Required Information

	P	F	Checklist for Minor Subdivision
1			Completed Application Form
2			Two (2) copies of the preliminary site plans drawn to a scale of one inch equals eighty feet (1" = 80') between 1" = 20' and 1" = 80' (so that the required details may be shown).
3			Size of sheets shall be a minimum of 11" X 17" but not more 24" X 36". Multiple sheets shall include Key Map and shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).
4			Plans to be Recorded – One (1) copy of the Final Plan, which shall be an approved version of the Preliminary Plan, showing all required elements thereon, drawn on mylar to a scale of one inch equals eighty feet (1" = 80').
5			Any changes or requirements voted upon by the Planning Board at the Preliminary Plan stage.
6			Surveyor's Stamp or Certification.
7			Date of plan preparation, with revision date(s) (if any).
8			Graphic scale and true north arrow.
9			Certified copy of deed(s) from the Recorder of Deeds Office
10			Municipal Lien Certificate from the Tax Collector's Office
11			New legal description of parcel(s) (if applicable)
12			Plat and lot number(s) of the parcel being subdivided.
13			Zoning district(s) of the parcel being subdivided. If more than one district, zoning boundary lines must be shown.
14			Deed Book and Page numbers from the Recorder of Deeds.
15			Perimeter boundary lines of the development, drawn so as to distinguish them from other property lines. Curves shall include radius, arc length, central angle, and tangent and chord length.
16			Location and dimensions of existing property lines within or adjacent to the development parcel.
17			Existing property lines shall show interior angles and distances, easements and rights-of-way within or immediately adjacent to the parcel(s) being developed.
18			Location and dimensions of existing easements and rights-of-way.
19			Location, width and names of existing streets within and adjacent to the development parcel.
20			Location of wetlands, watercourses or coastal features, if present, on or within 50 feet of the development parcel.
21			Provisions for collecting and discharging stormwater.
22			Location of National Register District properties on or immediately adjacent to the development (if any).

	P	F	Checklist for Minor Subdivision
23			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.
24			Base flood elevation data.
25			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 improvements.
26			Two (2) copies of a drainage plan showing the measures to be taken to control erosion and sedimentation during and following the development and the measures planned to provide for the control of stormwater runoff.
27			Proposed street plan, profiles and cross-sections drawn at a scale of 1" = 50' if street is proposed.
28			Proposed street names (if applicable).
29			The names and addresses of owners of all properties, agencies or communities requiring notification as required by these Regulations.
30			If Public Hearing required - The Applicant shall notify owners of all properties, abutters, agencies or communities requiring notification as required by these Regulations. Completed US Postal Service Certified, Return-Receipt labels to be submitted.
31			Drainage calculations.
32			Written approval of the proposed development, 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).
33			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).
34			Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents.
35			Final written comments on the Preliminary Plan - Referral Form and attachments.
36			Payment of Required Fees
			a. Application Filing Fee - See Section 703.1
			b. Inspection Fee - See Section 703.2
			c. Recording Fee
37			Either of the following: a. A letter stating it is the intent of the applicant to complete the required improvements; or, b. A letter requesting that security be set by the Commission sufficient to cover the cost of required improvements:
38			Performance bond or other financial guarantees (Initial amount and date set by City Plan Commission)
39			Maintenance bond for acceptance of public improvements (optional)