



**7]mcZBYk dcfh**

Department of Planning & Development  
43 Broadway, Newport, RI 02840

Application C

Application Date: \_\_\_\_\_  
Application Fee: \$ 150 per phase of review

## Major Subdivision & Land Development Application

**The undersigned desires to subdivide the property located in the City of Newport, Rhode Island in accordance with the accompanying Plat.**

	MASTER	PRELIMINARY	FINAL
Proposed Subdivision Name	Project Phase		

Applicant's Name	Email
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Applicant's Address	Phone
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**By signing below, I hereby attest that the information provided is accurate and truthful. I also attest that I have read this application thoroughly and understand what is required to submit a completed application.**

Applicant's Signature	Date
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Deed of property recorded in City Land Evidence (Book & Page or Document Number)

Name of Registered Engineer or Land Surveyor	Address
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Email	Phone
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**Check here if your application requires zoning relief or a special use permit. Please complete Appendix X. Unified Development Review Form.**

*See required items for Major Subdivision & Land Development Applications on page 2.*



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## Required Items for Major Subdivision & Land Development

### Major Subdivision & Land Development Application Contents:

#### Pre-Application Conference

Letter/Email requesting pre-application conference; and

A copy of the Assessor's plat marked to show the boundary of the land the applicant intends to subdivide plus the boundary of the tract in their ownership or under their control.

#### Master

One (1) paper (printed on 11"x17" or larger) and one (1) digital (pdf or CAD) copy of record plat prepared by an engineer or a land surveyor showing the record plat for initial review;

Application form;

Non-refundable fee;

Written confirmation and/or permits from any additional required federal, state, or local agencies; and

Note of any restrictive covenants, if applicable.

#### Preliminary

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#### Final

One (1) paper and one (1) digital (pdf or CAD) copy of record plat prepared by an engineer or a land surveyor showing the record plat for initial review.

Application form;

Non-refundable fee;

Dedication Form: streets, ways, and public access;

Performance Bond;

One (1) paper and one (1) digital (pdf) copy of any restrictive covenants, if any, to regulate and protect the subdivision; and

**To be submitted after staff has reviewed the paper copy:** Record plat generated on Mylar (24"x36") at a scale of 1"=50' or larger.

## Subdivision Details

Parcel	Plat & Lot, Zoning District, & Subject Property Address	Present & Proposed Use of Property	Owner's Name & Signature	Owner's Contact Information
A	_____ , _____ Plat                  Lot	_____ Present Use of Property	_____ Property Owner Name (printed)	_____ Phone
	_____ Zoning District	_____ Proposed Use of Property	_____ Signatory Name* (printed)	_____ Email
	_____ Subject Property Street Address	_____ Flood Zone	_____ Signature (original, not electronic)	_____ Mailing Address
B	_____ , _____ Plat                  Lot	_____ Present Use of Property	_____ Property Owner Name (printed)	_____ Phone
	_____ Zoning District	_____ Proposed Use of Property	_____ Signatory Name* (printed)	_____ Email
	_____ Subject Property Street Address	_____ Flood Zone	_____ Signature (original, not electronic)	_____ Mailing Address
C	_____ , _____ Plat                  Lot	_____ Present Use of Property	_____ Property Owner Name (printed)	_____ Phone
	_____ Zoning District	_____ Proposed Use of Property	_____ Signatory Name* (printed)	_____ Email
	_____ Subject Property Street Address	_____ Flood Zone	_____ Signature (original, not electronic)	_____ Mailing Address

\*List the name of the signatory if the property is owned by a corporation, partnership, or other entity. Articles of incorporation or other documentation to determine who is authorized to sign on behalf of the owner is required to be submitted with the application form.

NOTE: Please attach a separate sheet if more space is needed.



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## Instructions for Applicant

**Any applicant requesting approval of a proposed Major Subdivision or Land Development shall submit to the Administrative Officer the items identified in this application.**

### **Master Plan Application Plat Requirements**

The proposed preliminary plat printed on 11"x17" paper or larger and the digital copy of the plat prepared and signed by a certified engineer or a Land Surveyor showing the proposed subdivision for initial review, showing the following:

- i. Name of the subdivision or project;
- ii. Purpose statement, including existing and proposed number of lots;
- iii. Name and address of record owner and surveyor, date of filing, date of survey, north point and scale;
- iv. Names of all abutters, as determined from the most recent official tax list;
- v. Vicinity map showing the relationship of the subdivision/development parcel(s) of the area within a half-mile radius;
- vi. Sufficient data to determine the location, bearing, size, and shape of every lot, boundary and setback line, and to reproduce the same upon the ground (all bearings to be referred to a meridian);
- vii. Existing easements. Proposed easements may be required if requested by the Administrative Officer.;
- viii. The location of all existing structures, fences, stone walls, and trees of more than eighteen (18") inches diameter with a note if they were to be remain or be removed;
- ix. Identification of any geologic formations, including boulders, rock outcroppings, cliffs, coastal features etc.;
- x. Proposed streets, if any, with accurate areas and dimensions. If proposed, a notation as to whether the proposed street extension or creation is to be public or private;
- xi. Areas within a flood plain as identified in the FEMA Flood Plain Map, if applicable;
- xii. Written confirmation and/or permits from any additional required federal, state or local agencies;
- xiii. Note of any protective covenants, if applicable
- xiv. For land development projects, proposed structures and other site improvements with dimensions or area with proposed use and lot coverage;
- xv. For land development projects, notation of proposed stormwater management type; and
- xvi. For land development projects, proposed landscaped areas.



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## Instructions for Applicant (continued)

### **Preliminary Application Plat Requirements**

The proposed preliminary plat printed on 11"x17" paper or larger and the digital copy of the plat at no smaller scale than 1" to 100' showing the following:

- i. Name of the subdivision or project;
- ii. Purpose statement, including existing and proposed number of lots;
- iii. Name and address of record owner, subdivider and designer or surveyor, date prepared, north point, graphic, scale, acreage and number of lots;
- iv. Names of all abutters, as determined from the most recent official tax list;
- v. Vicinity map showing the relationship of the subdivision/development parcel(s) of the area within a half-mile radius;
- vi. Existing and proposed lines of streets, ways, boundaries, utilities, easements, lots, and public areas within the plat, with adequate dimensions; a notation as to whether the proposed street extension or creation is to be public or private;
- vii. Proposed location of monuments;
- viii. Proposed land use and existing zoning;
- ix. Proposed system of drainage, dimensions of storm sewers, approximate location of water mains, sanitary sewers and drainage structures;
- x. The location of all existing structures, fences, stone walls, and trees of more than eighteen (18") inches diameter with a note if they were to be remain or be removed;
- xi. Identification of any geologic formations, including boulders, rock outcroppings, cliffs, coastal features, etc.; existing and proposed topography with two-foot contour intervals, elevations based on Newport NAVD 1988 unless otherwise indicated by the Planning Board;
- xii. Profiles of proposed streets with adequate ties to existing streets;
- xiii. Areas within a flood plain as identified in the FEMA Flood Plain Map, if applicable;
- xiv. A sketch map of any remaining part of the subdivider's entire tract shall accompany the plat, showing the location, names, and present widths of adjacent existing streets and the proposed general layout of streets in the entire parcel; and
- xv. A draft of protective covenants, if any, with which the subdivider proposes to regulate and protect the proposed subdivision.
- xvi. A landscape plan showing all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on streets rights-of-way, and within common areas, with landscaping installation details and related notations;
- xvii. Vehicular, bicycle, and pedestrian circulation diagrams;
- xviii. References shall include the recording numbers and complete titles of the documents used in preparing the plat.



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## Instructions for Applicant (continued)

### **Final Submission Plat Requirements**

The record plat shall be one or more drawings, clearly and legibly generated on mylar\* no larger than 24" X 36." The drawing(s) shall be at least a scale of 1" to 50', or such scale as the Planning Board or the administrative officer may prescribe as being adequate to show details clearly and shall contain the following information:

- i. Name of the subdivision or project
- ii. Purpose statement, including existing and proposed number of lots
- iii. North point and scale;
- iv. Name and address of record owner, subdivider, designer or surveyor;
- v. Existing and proposed lines of streets, ways, lots, easements, utilities, including sewage disposal, natural water channels, public areas; proposed names of new streets shall be shown in pencil until the names have been approved by the Planning Board;
- vi. Names and addresses of all abutters as determined from the most recent official tax list; Existing fences, structures and trees eighteen (18") inches or more in diameter that are to remain;
- vii. Sufficient data to determine the location, direction and length of every street and way, lot line and
- viii. boundary line, and to establish these lines on the ground;
- ix. Location of all permanent monuments properly identified as to whether existing or proposed; Location,
- x. name and present widths of streets bounding, approaching or within reasonable proximity of the subdivision;
- xi. Indication of purpose of easements, if any;
- xii. Existing and proposed topography at a suitable contour interval at City datum;
- xiii. Profiles on the center line of proposed streets at a horizontal scale of one-inch equals forty feet and a vertical scale of one inch equals four feet or other scales acceptable to the Planning Board; all elevations shall refer to the city datum (NAVD 1988);
- xiv. Note of restrictive covenants, if applicable; and
- xv. Subdivision approval block as on the following graphic located in the bottom right quarter of the plat.

<b>PLANNING BOARD MAJOR SUBDIVISION</b>	
This subdivision is hereby approved in accordance with Rhode Island General Law §45-23-39 and Section I – General Provisions of the Newport Subdivision Regulations this _____ day of _____, 202__	
_____ Planning Board Chair	_____ Administrative Officer
Approved for filing this _____ day of _____, 202__	

\*Mylar plans shall be on polyester film no larger than 24" x 36" or a scale of 1" to 50', single matte with a thickness of 3 mils (.003 inches), and must have opacity so as to allow consistent computer scanning. All plans shall be prepared using a compatible ink with excellent cohesiveness which will produce a permanent bond and result in a plan with long term durability. All signatures must be in black India ink or its equal.



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## Summary of Review Process Timeline

<u>Application Phase</u>	<u>Timeline</u>
<i>Pre-Application</i>	One or more pre-application meetings shall be held for all major subdivision applications.
<i>Master Plan</i>	<b>25 days</b> to review for completeness*
	Technical Review Committee review
	<b>90 days</b> for Planning Board decision. A Public Hearing is held within this timeframe.
<i>Preliminary</i>	<b>25 days</b> to review for completeness
	Technical Review Committee review
	<b>90 days</b> for Planning Board decision.
<i>Final</i>	<b>15 days</b> to review for completeness
	<b>45 days</b> for Administrative Officer decision
	Approval expires after <b>1 year</b> if not recorded in the City's Land Evidence Records. Approval may be extended if requested by the applicant in writing and approved by the Planning Board.

\* Applications under this section which require relief which qualifies only as a modification shall proceed by filing an application under this chapter and a request for a modification to the zoning officer. If such modification is granted, the application shall then proceed to be reviewed by the administrative officer pursuant to the applicable requirements of this section. If the modification is denied or an objection is received, such application shall proceed under unified development plan review.