
Town of Lincoln

FINAL PLAN CHECKLIST MINOR LAND DEVELOPMENT AND SUBDIVISIONS

The applicant shall submit to the Administrative Officer copies of final site plans and supporting materials as indicated below:

Plat Plans to be Recorded – One copy of the final plan drawn on archival Mylar, one Mylar copy, and five blue-line or photocopies and a electric copy on disk of construction plans drawn to a scale of 1 inch to 40 feet. The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g. sheet 1 of 3, 2 of 3, etc...). The following information shall be shown on the plans:

1. ____ Name of the proposed subdivision
2. ____ Notation that the subdivision is located in the Town of Lincoln, RI
3. ____ Name and address of property owner and applicant
4. ____ Name, address, and telephone number of engineer or land surveyor
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 land being subdivided
8. ____ Zoning district(s) of the land being subdivided. If more than one zoning district, zoning boundary lines must be shown
9. ____ Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
10. ____ Location and dimensions of existing property lines, easements and rights-of-way or within immediately adjacent to the parcel being subdivided
11. ____ Location, width and names of proposed and existing streets within and immediately adjacent to the subdivision parcel. The plan legend shall specifically note the street(s) or road(s) upon which the subject property abuts.
12. ____ Names of abutting property owners and property owners immediately across any adjacent streets
13. ____ Location of proposed permanent bounds
14. ____ Location of all interior lot lines and street lines with accurate dimensions indicated
15. ____ Location and number of all proposed lots, with accurate areas indicated
16. ____ Location and notation of type of proposed easement(s) or existing easements(s) to remain (if any) with accurate dimension and areas indicated
17. ____ Notation of special conditions of approval imposed by the Planning Board (if any)
18. ____ Notation of any permits and agreements with the state and federal reviewing agencies (if any)

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19. ____ Certification by a Registered Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations as Prepared by the Rhode Island Society of Professional Land Surveyors, Inc. May 1992, as amended

Construction Drawings – One copy of the final plan drawn on archival Mylar, one Mylar copy, and five blue-line or photocopies and a electric copy on disk of construction plans drawn to a scale of 1 inch to 40 feet. The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g. sheet 1 of 3, 2 of 3, etc...). The following information shall be shown on the plans:

1. ____ Final construction plans as listed in the preliminary plat checklist, including plans for any additional improvements as required by the Planning Board as a condition of approval
2. ____ Certification (stamp) of a Registered Professional Engineer that the construction drawings are correct
3. ____ Proposed street plan and profiles drawn at a scale of 1"=40' horizontal and 1"=40' vertical
4. ____ Street cross-sections
5. ____ Proposed landscaping plan prepared by a registered landscape architect
6. ____ Soil erosion and sediment control plan
7. ____ Proposed construction access road(s) or route(s)
8. ____ Location of proposed underground utilities

Supporting Materials

1. ____ Filing fee
2. ____ Two original signed copies of all legal documents describing the property, including proposed easements and rights-of-way, dedications, restrictions, creation of a homeowners association, or other required legal documents.

Specify: _____

3. ____ Written confirmation from the RI Department of Environmental Management pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed subdivision, including any required offsite 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 alternation.

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4. _____ In lieu of item 3 above, an affidavit signed by a qualified professional (a wetlands biologist, a Registered Professional Engineer or a Registered Landscape Architect) stating that there are no freshwater wetlands present on or within 200 feet of the property being subdivided
 5. _____ A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or other right-of-way, if applicable.
 6. _____ Certificate of the Tax Collector showing that all taxes due on the parcel being subdivided have been paid and that there are no outstanding municipal liens on the parcel.
 7. _____ Two signed copies of an irrevocable offer to convey to the Town all public streets and/or other public improvements, accompanied by a metes and bounds description of said areas
 8. _____ Deed transferring land proposed for dedication to the Town or other qualified group or agency for open space purposes

Payment of Required Fees – Payment of the following fees or posting of financial guarantees, if required, to be prior to endorsement by the Planning Board and recording of final plans:

1. _____ Final plat recording fee – amount _____
2. _____ Performance bond or other financial guarantees
Initial Amount: _____
Date set by Planning Board: _____
Date of Expiration of Bond _____
3. _____ Fees in-lieu-of land dedication – amount _____
4. _____ Inspection Fee – amount _____
5. _____ Maintenance bond for acceptance of public improvements (if applicable)
 - a. Amount: _____
 - b. Date of Council Acceptance: _____
 - c. Description: _____
 - d. Date of Expiration of Maintenance Bond: _____