



**TOWN OF WARREN  
PLANNING BOARD**

**Application for an Administrative Subdivision**

<b>Name of Proposed Development:</b>		
Location:	Plat:	Lot:
Owner Name(s)		
Owner Address:		
Owner Email (optional):		
Owner Phone:		
Applicant Name (if not owner)		
Applicant Address:		
Applicant Email (optional):		
Applicant Phone:		
Description of Proposal:		
Owner Signature:		
Date:		

*For office use only:*

<b>Referral Action:</b>		
Fee Received: \$	cash/check	Check #
Recorded Map #:	Book #:	Page #:



## TOWN OF WARREN, RI ADMINISTRATIVE SUBDIVISION CHECKLIST

At least four (4) Photostat copies, plus one (1) original drawing on mylar. **You may wish to bring a paper copy in prior to printing the mylar to ensure that that the submittal is correct and will be approved.** The plan must be drawn to a scale no smaller than one inch equals forty feet (1" = 40'.) Maximum sheet size is 36" long by 24" wide, unless otherwise approved by the Administrative Officer. The following information must be shown on the plan:

*Check the box*

	Name of Subdivision
	Name and address of owner(s)
	Registered land surveyor/engineer stamp with original signature and date. Name, address, and phone number of surveyor/engineer clearly noted
	Stamp of certification that the survey and plan conforms to the standards of a Class I survey
	North Arrow and graphic scale
	Zoning District(s)
	Boundary lines of the subdivision with accurate linear and angular dimensions
	Names of all abutting landowners with plat and lot designation. Include land separated from the subdivision by a street or right-of-way
	Existing street right-of-way lines, lot lines, lot numbers, lot areas, and easements to show accurate dimensions, bearings and areas, radii and angles of intersection of all horizontal curves
	Location of permanent boundary monuments
	All wetlands, surface waters and regulatory buffers
	<b>All</b> existing structures with dimensions
	Certification of the Tax Collector that all taxes due on the land to be subdivided have been paid for the period of five (5) years preceding the date of the administrative subdivision plat filing and that there are no outstanding tax liens thereon
	Copies of all deed restrictions and covenants applicable to the property being subdivided
	Application/recording fee of eighty-two dollars (\$84.00) payable to the Town of Warren

(include with Application Cover Sheet)