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Department of Planning & Development

43 Broadway, Newport, RI 02840

Application A

Application Date: _____

Application Fee: \$ 50.00

Administrative Subdivision Application

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

Proposed Subdivision Name

Applicant's Name

Email

Applicant's Address

Phone

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

Deed of property recorded in City Land Evidence (Book & Page or Document Number)

Name of Registered Engineer or Land Surveyor

Address

Email

Phone

Required Items for Administrative Subdivision

Administrative Subdivision Contents:

- One (1) paper (printed on 11"x17" or larger) and one (1) digital (or CAD) copy of record plat prepared by an engineer or a Land Surveyor showing the proposed subdivision for initial review.
- Application form;
- Non-refundable fee; and
- 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 _____ Zoning District _____ Subject Property Street Address	_____ Present Use of Property _____ Proposed Use of Property _____ Flood Zone	_____ Property Owner Name (printed) _____ Signatory Name* (printed) _____ Signature (original, not electronic)	_____ Phone _____ Email _____ Mailing Address
B	_____ , _____ Plat Lot _____ Zoning District _____ Subject Property Street Address	_____ Present Use of Property _____ Proposed Use of Property _____ Flood Zone	_____ Property Owner Name (printed) _____ Signatory Name* (printed) _____ Signature (original, not electronic)	_____ Phone _____ Email _____ Mailing Address
C	_____ , _____ Plat Lot _____ Zoning District _____ Subject Property Street Address	_____ Present Use of Property _____ Proposed Use of Property _____ Flood Zone	_____ Property Owner Name (printed) _____ Signatory Name* (printed) _____ Signature (original, not electronic)	_____ Phone _____ Email _____ 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 Administrative Subdivision shall submit to the Administrative Officer the items identified in this application.

Administrative Application Plat Requirements

The proposed subdivision plat printed on 11"x17" paper or larger and the digital copy of the plat prepared and signed by a certified engineer or Land Surveyor showing the proposed subdivision for initial review. *For recording purposes, submit one (1) mylar and three (3) paper copies in 24"x36" at a scale 1" to 50' or larger, and one (1) digital copy of the approved plan (PDF or CAD).* The plat shall contain the following information:

- i. Name of the subdivision;
- 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. Sufficient data to determine 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);
- vi. Existing and proposed lines of easements, utilities, including sewerage and natural water channels.
- vii. The location of all existing structures, fences and trees of more than eighteen (18") inches diameter with a note if they were to be remain or be removed;
- viii. The location of monuments;
- ix. Note of any restrictive covenants, if applicable; and
- x. Administrative approval block as on the following graphic, located in the bottom right quarter of the plat.

ADMINISTRATIVE SUBDIVISION APPROVAL
This subdivision is hereby approved in accordance with Rhode Island General Law §45-23-37 and Section I – General Provisions of the Newport Subdivision Regulations this _____ day of _____, 202_
_____ Administrative Officer

Summary of Review Process Timeframe:
15 days to review for completeness
15 days for Administrative Officer decision
If no action is taken within 15 days, the Plan is automatically placed on the Planning Board agenda.
65 days for Planning Board decision
Approval expires after 90 days if not recorded in the City's Land Evidence Records.