



**7]micZBYk dcfh**

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

Application B

Application Date: \_\_\_\_\_

Application Fee: \$ 100.00

## Minor 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.**

Proposed Subdivision Name	Project Phase
	PRELIMINARY      FINAL

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 through 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

**Check here if your application requires zoning relief or a special use permit. Please complete Appendix X. Unified Development Review form.**

## Required Items for Minor Subdivision & Land Development

### Minor Subdivision Contents:

#### Preliminary

- 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;
- Project narrative;
- A certificate from the Tax Collector of the City of Newport that all taxes due on the land described in such plat have been paid to date; and
- Written confirmation and/or permits from any additional required federal, state, or local agencies.

#### 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; 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.



**7]hmcZBYk dcfh**

Department of Planning & Development

43 Broadway, Newport, RI 02840

Application B

## Instructions for Applicant

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

### **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. References shall include the recording numbers and complete titles of the documents used in preparing the plat.



7/micZBYk dcfh

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

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;
vii. Existing fences, structures and trees eighteen (18") inches or more in diameter that are to remain;
viii. Sufficient data to determine the location, direction and length of every street and way, lot line and boundary line, and to establish these lines on the ground;
ix. Location of all permanent monuments properly identified as to whether existing or proposed;
x. Location, 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.

PLANNING BOARD
MINOR SUBDIVISION
This subdivision is hereby approved in accordance with Rhode Island
General Law §45-23-38 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.



**7]mcZBYk dcfh**

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

### Summary of Application Timeline

<u>Application Type:</u>	<i>Minor with no street creation/extension, which requires no zoning relief or the relief qualifies only as a modification</i>	<i>Minor with street creation/extension and/or Unified Development Review</i>
<u>Application Phase</u>		
<i>Preliminary</i>	<b>15 days</b> to review for completeness*	<b>25 days</b> to review for completeness*
	<b>65 days</b> for Administrative Officer decision	<b>95 days</b> for Planning Board decision. A Public Hearing is held within this timeframe.
<i>Final</i>	<b>15 days</b> to review for completeness	<b>25 days</b> to review for completeness
	<b>25 days</b> for Administrative Officer decision	<b>25 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.	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.