

**SUBDIVISION REVIEW REQUIREMENTS
CITY OF PAWTUCKET, RI
EFFECTIVE 12/14/08**

Subdivision applications will not be considered complete unless the following items are included in your application:

NOTE: Any division of land on commercially or industrially zoned land is considered major and will have to submit all items listed for a major subdivision.

For ALL subdivisions (administrative, minor, major)

- Application form complete, including owner's signature. If the owner's signature is not on the application, a letter stating the owner's consent for the filing of the application is required.
- A legal description of the property, as it appears on the deed, and a full and complete disclosure of direct or indirect ownership. In the case of a land trust, all beneficiaries shall be disclosed. In addition, a current title and affidavit of ownership is required.
- Class I Survey
- Signed Certificate of Good Standing
- Fee (Administrative - \$50; Minor - \$200; Major - \$500)

In addition, for major and minor subdivisions

- List of abutters' names and address within 200' of proposed division.
- 7 copies of entire application
- **A public hearing is required for all major subdivisions.** The applicant is required to pay all costs associated with the required advertising and certified mailing. No fee will be collected upon application submission. Applicant will be billed for all associated costs once the review process is complete.

For all Subdivisions: Once final approval is granted the following must be submitted to the Department of Planning and Redevelopment for recording:

- Two Mylar copies of the approved subdivision map stamped and signed by a Registered Land Surveyor (maximum size 20"x30", minimum size 11"x17"). **This survey plan MUST show references and field controls found and used in the details.**
- Legal descriptions for all new lots
- Recording fee
- Copy of the subdivision plan in digital format, AutoCAD Release 14 or better

If you have any questions, please call the Department of Planning and Redevelopment at (401) 724-5200.