

CITY OF EAST PROVIDENCE

MINOR SUBDIVISION - FINAL PLAN  
SUBMISSION CHECKLIST

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**The applicant shall file the following materials with the Administrative Officer or designee:**

- (1.) A **completed application form** (Form B<sub>2</sub>);
- (2.) A **reproducible plan(s)** on mylar or other material capable of clear reproduction meeting the requirements of the East Providence Land Development and Subdivision Review Regulations, and incorporating all necessary changes, documentation, and any requirements set forth by the Planning Board during the preliminary plan review stage, however measuring not more than twenty-four by thirty-six inches at its outside edges. The Final Subdivision Plan shall also be submitted to the City in an electronic .dwg file. Final topographic grades indicative of post-construction activities shall be shown on the plans.
- (3.) Five (5) **blueline prints** of the plan(s).
- (4.) Five (5) copies of **supporting documentation** meeting the requirements of the East Providence Land Development and Subdivision Review Regulations, and incorporating all necessary changes, documentation, and any requirements set forth by the Planning Board during the preliminary plan review stage, as required.
- (5.) The **construction improvement guarantee** as determined at preliminary plan approval where street or other public improvements are to be constructed.
- (6.) A **filing fee** in the amount of one hundred twenty-five dollars (\$ 125) by check payable to the City of East Providence.\* In cases of minor subdivision on existing frontage where the preliminary and final plan stages have been combined, no additional filing fee will be required.

\* The recording fee will be collected separately by the Office of the City Clerk at the time of recording of the plan(s) and any other materials required to be recorded.