

CITY OF EAST PROVIDENCE

MAJOR SUBDIVISION - PRELIMINARY PLAN
SUBMISSION CHECKLIST

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*Please note that a period of **no less than thirty (30) days** is required between the issuance of a Certificate of Completeness and the Planning Board date at which the application will be considered.*

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

- (1.) A **completed application form** (Form C₂);
- (2.) A **plan(s)** meeting the requirements of the East Providence Land Development and Subdivision Review Regulations; and Plan and Profiles shall be submitted for all proposed streets and public improvements in accordance with Articles 12 and 13 of the East Providence Land Development and Subdivision Review Regulations;
- (3.) For completeness review, **six (6) blueline copies** of the plans meeting the requirements of the East Providence Land Development and Subdivision Review Regulations and an electronic PDF of the subdivision plan; **fourteen (14) blueline prints** when the plan is placed upon a Planning Board agenda.
- (4.) A **certified list of the names and addresses of all property owners** within a two hundred (200) foot radius of the boundaries of the proposed subdivision or land development project as of no more than thirty (30) days prior to the filing of an application, **and three (3) sets of mailing labels** pre-printed with said names and addresses which shall be three-column label sheets (with each label measuring 1 inch by 2-5/8's inch);
- (5.) A sufficient number of **copies of a reduced plan** of the proposed subdivision or development measuring no more than eight and one-half (8-1/2) by fourteen (14) inches and no less than eight and one-half (8-1/2) by eleven (11) inches for distribution to each party on the certified list of owners;
- (6.) **Supporting documentation** as required, including:
 - (a) ***Narrative***
Fourteen (14) copies of a written narrative summarizing the entire proposal and any potential neighborhood impacts, i.e. traffic, noise, and incompatibility of adjoining structures and uses.
 - (b) ***Comprehensive Plan Consistency*** – Submit a written analysis of consistency with the East Providence Comprehensive Plan. Subdivision and land development project

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proposals shall be consistent with the East Providence Comprehensive Plan, including its goals, objectives, policy statements, and Land Use 2010 Plan, and/or shall satisfactorily address the issues where they may be inconsistencies.

(c) ***Permits***

Copies of all permits required by state and/or federal agencies.

(d) ***Tax Certification***

Written certification from the Finance Director that all property taxes on the land involved are current.

(e) ***Legal Documents***

Five (5) copies of any legal documents relating to conditions proposed by the applicant, such as deed restrictions or establishment of a homeowners' association, as applicable. (Such additional documents as may be required by the Planning Board for any conditions imposed at the preliminary plan stage shall be submitted at the final plan stage.)

(f) ***Construction Improvement Guarantee and Schedule***

Proposed *form* of improvement guarantee where streets and/or other public improvements are to be constructed and a proposed construction schedule *and an estimate* of the costs of constructing the public improvements;

(g) ***Title Report***

A report as to real property title shall be required.

(h) ***Other***

Such other information as may be required by the Administrative Officer and/or Planning Board to show that the details of the proposal are in accordance with the applicable requirements of these Regulations and Chapter 19, Zoning.

(7.A.) A **filing fee** in the amount of four-hundred fifty-dollars (\$450) plus twenty dollars (\$20) per lot or unit by check payable to the City of East Providence. (Where the master plan and preliminary plan stage are combined, applicant shall submit one filing fee in the amount of five-hundred fifty-dollars (\$550) plus twenty dollars (\$20) per lot or unit.)

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(7.B.) **Reimbursement to City for Display Advertisement** - For the Public Hearing, the applicant shall submit a check payable to the City of East Providence for reimbursement of the actual cost of the required public notice display advertisement as published in the Providence Journal or the East Providence Post. The applicant will be provided with a statement for the cost of the display advertisement.

(7.C.) **Reimbursement for Stenographic Services** – For those applications requiring a stenographic record, the applicant shall submit a check payable to the City of East Providence for reimbursement of the actual cost of the stenographic services. In cases where a stenographer is present at a Planning Board meeting for more than one application, the applicant will be provided with a statement for their prorated share of the total stenographic costs.