



TOWN OF WARREN PLANNING BOARD

Application for a Minor Subdivision – Preliminary and Final

A minor subdivision is a plan for a subdivision of 5 or fewer lots, provided that the subdivision does not require waivers or modifications as specified in the *Warren Planning Board Rules & Regulations*.

Name of Proposed Development:		
Location:	Plat:	Lot:
Owner Name(s)		
Owner Address:		
Owner Email (optional):		
Owner Phone:		
Applicant Name (if not owner)		
Applicant Address:		
Applicant Email (optional):		
Applicant Phone:		
Description of Proposal:		
Owner Signature:		
Date:		

For office use only:

Referral Action:		
Fee Received: \$	cash/check	Check #
Recorded Map #:	Book #:	Page #:



TOWN OF WARREN, RI MINOR SUBDIVISION CHECKLIST

At least SEVEN (7) Photostat copies, plus one (1) original drawing on mylar for the specific level of review (preliminary or final). The plan must be drawn to a scale no smaller than one inch equals forty feet (1" = 40'.) Maximum sheet size is 36" long by 24" wide, unless otherwise approved by the Administrative Officer. In addition, Final Plans must submit drawings in dwg and updated pdf versions of the plans. The following information must be shown on the plan or set of plans including any additional requirements as specified in the *Town of Warren Planning Board Rules and Regulations*:

The following completed application for either a preliminary or a final application, as indicated on the attached checklist, shall be submitted to the Administrative Officer at least **three weeks** prior to the regularly scheduled meeting of the Planning Board.

Date Submission Due _____ Planning Board Meeting Date _____

Preliminary Plan	← <i>check the column for the appropriate level of review</i> →	Final Plan
●	Completed application for Land Development or Subdivision	●
●	Name of Subdivision	●
●	Name and address of owner(s)	●
●	If applicant is not the owner, then a signed letter from the owner(s) authorizing the subdivision must be included	●
●	Registered land surveyor/engineer stamp with original signature and date. Name, address, and phone number of surveyor/engineer clearly noted	●
●	Certification of survey as evidenced by surveyor's stamp indicating conformance to Class I standards and shall tie to the RIGIS coordinate system	●
●	North Arrow and graphic scale	●
●	Zoning District(s)	●
●	Boundary lines of the subdivision with accurate linear and angular dimensions	●
●	Names of all abutting landowners with plat and lot designation. Include land separated from the subdivision by a street or right-of-way	●
●	Streets, rights of way, lot lines, lot numbers, lot areas, sidewalks, curbs, streetlights, telephone poles, fire hydrants, stone walls	●
●	Boundary monuments, easements, utilities, sanitary sewers, well and septic locations, storm water drainage, manholes, catch basins	●
●	Water courses, beaches, railroads, floodplain elevations, wetlands, conservation areas, wooded areas, rock outcrops, cultivated land	●

●	Trees, vegetation, soil types	●
●	Any other significant physical features which may have an effect upon the development of the land, including such features on adjacent land	●
●	For Preliminary Plans: Detailed profiles of all proposed roads, stormwater, sewer and/or onsite wastewater management systems (OWTS) and the types of systems. For Final Plans: Certification from the RI Department of Environmental Management (RIDEM) that all lots within the proposed subdivision have permits for OWTS OR written certification from the Sewer Department that the proposed plan has been approved for public sanitary sewers with regard to design, size, location and capacity	●
●	All existing and proposed building structures with building envelope (setbacks)	●
●	All applicable descriptions and dimensions	●
●	Existing and proposed topography at intervals no greater than 2 feet	●
●	For Preliminary Plans: Indicate parcels of land proposed for dedication to the Town of Warren, State of Rhode Island, or other public, quasi-public, non-profit or homeowners' association. For Final Plans, provide 2 copies of any protective easements or covenants or the statement and conditions of any deed restrictions, including any provisions pertaining to the creation of a homeowners' association	●
●	Location of all percolation test holes (if applicable) indicated by the letter "W" with test hole numbers	
	Notation of proposed deed restrictions as required by the Planning Board	●
●	Application Fee for a Minor Land Subdivision - This is a one-time fee as follows: ○ \$500 plus \$250 per proposed lot (residential) ○ \$750 plus \$300 per proposed lot (commercial) Please note that your application will not be approved until all outstanding fees (application, engineering review) due to the Town of Warren are paid	
●	A signed statement indication that the Applicant will file a bond, surety or other security in a form satisfactory to the Planning Board, and in sufficient amount to cover the construction and installation of all improvements to the subdivision within the required completion period	

Supporting Material

●	For Preliminary plans: written confirmation from relevant utility companies that they have reviewed plans for sewer, water, electric, telephone, gas or other utilities as proposed by the application. For Final Plans: a separate utility plan to include all information from preliminary plus all descriptions necessary to locate water lines, sewer lines, storm drainage lines, underground lighting and communication lines, trees and any other relevant information. If septic systems are proposed, approval from the Rhode Island Department of Environmental Management	●
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	Coastal Resources Management Council (CRMC) information and approval (if needed)	●
	Rhode Island Department of Transportation Physical Alteration Permit (if needed)	●
	Written confirmation from the RI Department of Environmental Management (RIDEM) that the proposed subdivision does not violate the Fresh Water Wetlands Act of RI General Law, as amended	●
	Drainage plan and soil erosion information	●
●	Names and address of all abutting landowners, including land across streets from the perimeter of the property to be subdivided	●
●	Certification of the Tax Collector that all taxes due on the land to be subdivided have been paid for the period of five (5) years preceding the date of the filing and that there are no tax liens on the property	●
●	Comments/recommendations from the Public Works Director, Police Chief, Fire Chief and any other Town officials as appropriate	●

Notes (if required):
