

Town of Cumberland, Rhode Island
Land Development & Subdivision Regulations

APPENDIX C: CHECKLIST FOR AN ADMINISTRATIVE SUBDIVISION

Item	Complete	Incomplete/ Incorrect	Not Required
Application cover sheet and fee			
Sufficient number of plan copies (13 if plan must be reviewed by the Planning Board, otherwise, 2 copies are sufficient)			
Name of project; submission type and stage of submission			
Tax Assessor's Plat and Lot number(s)			
Name and address of property owner(s) and applicant(s)			
Name, signature and RI registration number of professional engineer or land surveyor responsible for the plan submitted			
Date of plan preparation, with revision date(s) (if any)			
Graphic scale and true north arrow			
Zoning District(s), including minimum area, dimensions and setbacks			
Total Area of subdivision or land development project			
Existing and proposed property lines and building setback lines			
Existing and proposed area(s) and dimensions of the parcel(s) being re-subdivided			
Location and size of existing buildings, structures, utilities and improvements on the lot(s) to be re-subdivided and on abutting lots			
Location, width and names of platted streets within or directly adjacent to the parcel being re-subdivided			
Proposed utilities, manholes, catch basins, pits, etc (if none, state on Plan)			
Wetlands (if none, state on Plan)			
Easements (if none, state on Plan)			
Plan scale shall be no smaller than one inch equals eighty feet (1"= 80'). The scale may be modified with the permission of the Administrative Officer.			
Sufficient Plan Size. (Mylars for recording shall be 18" x 24" or 24" x 36" in size. Other plans may be reduced to 11" x 17" provided that they are still legible, as determined by the Administrative Officer. Sheets shall be numbered sequentially.)			
A location map showing the physical relationship of the proposed project to the area within a radius of 1/2 mile. Said location map (USGS or comparable may be used) shall identify location of all brooks, streams, ponds, lakes, wetland area, public drinking water reservoirs, and public wells within 1,000 feet of the project.			
Lettering shall be neat and legible and shall not be smaller than 1/8"			
Copies of digital files on magnetic or optical media are required. If submitted in an AutoCad format, dxf files are preferred. Georeferencing coordinates for the plans within each dxf layer in the NAD83-RISPC in feet are preferred, but local coordinates are acceptable. If not already shown on the Plan, supplemental metadata should include the name and version number of the computer software used to generate the digital files and the name, company address and registration number of the land surveyor performing the work.			

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