

Town of Cumberland, Rhode Island  
**Land Development & Subdivision Regulations**

**APPENDIX C: CHECKLIST FOR A FINAL PLAN SUBMISSION**

Item	Complete	Incomplete/ Incorrect	Not Required
Application cover sheet and fee			
Sufficient number of plan copies (generally, 15)			
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			
Existing and proposed property lines and building setback lines			
Proposed area(s), angles and dimensions of the parcel(s) and street(s)			
Location and size of existing buildings, structures, utilities and improvements on the lot(s) and on abutting lots			
Location, width and names of platted streets within or directly adjacent to the parcel being re-subdivided			
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. (Plans may be reduced to 11" x 17" provided that they are still legible, as determined by the Administrative Officer. Number sheets 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"			
Municipal lien certificate documenting that there are no taxes due on the property			
Quitclaim deed conveying all street ROWs and other legal documents such as deed restrictions, protective covenants, easements			
Written certification by a registered professional engineer that all drainage structures and facilities will accommodate a 100-year frequency rainfall event			
Total area of all lots and roadways involved in project			
The approved construction phasing plan			
The approved Preliminary Plan including construction details, landscaping, soil erosion, lighting, etc. Plans and accompanying materials shall include and clearly illustrate all modifications directed by the Board during previous stages of review			

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Any conditions of approval or waivers/variances granted should be identified on the plan			
Location of all permanent monuments. A definite bearing or angle and distance tie shall be shown between permanent monuments on the existing boundary of the proposed development and existing street intersections or other existing permanent monuments.			
Any State and Federal permits that have been obtained or have been changed/extended since submission with the Preliminary Plan			
Certification by a Title Attorney or comparable legal professional that no Notice of Violation of the Wetlands Act is on file in the Cumberland Land Evidence records pertaining to the lot(s) being considered for subdivision or development			
Demonstrated compliance/submission of any materials required as a condition of Master Plan approval; Any other information or data which is relevant to good land planning and design			
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.			