



SUBMISSION INSTRUCTIONS & APPLICATION REQUIREMENTS CHECKLIST – ADMINISTRATIVE SUBDIVISION REVIEW

Page 1 of 3

Application Instructions:

Administrative Subdivision (\$150)

Re-subdivision of existing lots which yields no additional lots for development and involves no creation or extension of streets. Such re-subdivision shall only involve divisions, mergers, mergers and division, or adjustments of boundaries of existing lots.

Submission of Application:

- Submit one (1) paper copy of all application materials, including the Project Review Form, Project Team Form, relevant Checklist of Requirements for Administrative Subdivision Review, all supporting documentation, and two (2) full-sized (24-inch by 36-inch) plan sets, to the Office of Planning, along with required application fee in the form of a check made out to “Town of Westerly” to the following address:

Town Planner, Office of Planning, Westerly Town Hall
45 Broad Street, Westerly, RI 02891

- Submit all application materials electronically (in PDF format and shapefiles, as applicable) to Planning@westerlyri.gov, or via mail on CD.

All **Administrative Subdivision** submissions shall contain the following information, in addition to items identified on the application form. Check all that apply, and provide a written statement explaining any item(s) determined by the applicant to be not applicable:

PROJECT PLAN SET:

Project Plan Sheet must be prepared, signed, and stamped by a professional land surveyor licensed in the State of Rhode Island, with a Class 1 survey, at a scale of one (1) inch equals 40 feet, unless other scale is approved by the Administrative Officer. An Administrative Subdivision Plan shall contain the following information:

1. Title Block “Administrative Subdivision/Record Plan”
- a. Name and address of property owner(s), applicant, and surveyor.
 - b. Date of plan preparation, with revision date(s).
 - c. Plat and lot of existing parcels and 911 Address.
 - d. Location map

ADMINISTRATIVE SUBDIVISION REVIEW REQUIREMENTS CHECKLIST

Page 2 of 3

- 2. Existing and proposed conditions shall be depicted on the plan. The plan shall include the following:
 - a. North arrow and graphic scale.
 - b. Names of abutting property owners and Assessor's Plat & Lot numbers of abutting property.
 - c. Existing lot lines. Visually distinguish and label lines to be removed/modified.
 - d. Proposed lot lines. Visually distinguish and label lines to be added/modified.
 - e. Existing lot dimensions and areas in square feet or acres.
 - f. Proposed lot dimensions and areas in square feet or acres.
 - g. Proposed building envelopes for all lots, with setbacks labeled with the appropriate distance from lot lines, per the zoning district.
 - h. Existing structures and their distances from new lot boundaries. Existing structures shall meet the setback requirements of the revised lot lines or Zoning Board approval may be required.
 - i. Existing impervious cover of each lot (in square feet and as a percentage of the existing and proposed lots).
 - j. Existing landscaping and/or natural vegetation, including existing tree line.
 - k. Existing Streets, 911 addresses, and road widths immediately adjacent to the parcels.
 - l. Existing utilities, including sewer, water, gas, electric, wells, onsite wastewater treatment systems (OWTS), telecommunications or other above or belowground utilities, and stormwater drainage features.
 - m. Existing easements and rights of way on the parcel, with notation of Book and Page reference to Westerly Land Evidence Records.
 - n. Proposed easements and rights of way on the parcel.
 - o. FEMA flood hazard zone. If applicable, associated base flood elevation shall be shown on the plan.
 - p. Wetland and/or coastal feature boundaries, and associated RIDEM or CRMC buffer zones. Any unique site conditions or features (e.g., stone walls, historic cemeteries, retaining walls fences, exposed bedrock, etc.).

ADMINISTRATIVE SUBDIVISION REVIEW REQUIREMENTS CHECKLIST

Page 3 of 3

- 3. Notes and Tables
 - a. Zoning district(s) and overlay(s). Table of dimensional requirements for the zoning district (setbacks, frontage, lot size). If more than one district or overlay exists on the subject parcels, boundary lines must be shown on the plan.
 - b. If wetland and/or coastal feature is present, include date of site investigation and wetland biologist who performed any wetland delineations on the property. If verified by RIDEM or CRMC, date verified and provide document.
 - c. If present, describe any unique site conditions or features (e.g., stone walls, historic cemeteries, retaining walls fences, exposed bedrock, etc.)
-

SUPPORTING MATERIALS:

- 1. One original signed copy and one additional copy of all legal documents (easements, rights-of-way, etc.) and deeds describing the area to be conveyed and the resulting proposed lots. Deeds shall include revised metes and bounds description and reference to the approved subdivision plan.
- 2. Written opinion from the Zoning Official that the proposed subdivision complies with all dimensional requirements of the Westerly Zoning Ordinance and/or that the proposed subdivision does not expand upon pre-existing non-compliance with the Ordinance (submittal to the Zoning Official may be made concurrently with this application). Such dimensional requirements include but are not limited to the following:
 - a. Minimum lot frontage
 - b. Minimum lot size
 - c. Maximum impervious surface
 - d. Applicable setbacks for existing structures