

**TOWN OF WESTERLY -- PLANNING BOARD
ADMINISTRATIVE SUBDIVISION APPLICATION**

Administrative Subdivision -- 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.

Date of Application Submission: _____

Project Name: _____

Project Description: _____

Assessor's Plat: _____ Lot(s): _____ Zoning District: _____

E-911 Street Address: _____

Owner's Name: _____

Owner's Address: _____

Phone: _____ Fax: _____

Surveyor's Name: _____

Surveyor's Address: _____

Phone: _____ Fax: _____

Represented by: _____

Representative's Address: _____

Phone: _____ Fax: _____

I hereby certify that the submitted application is deemed complete pursuant to R.I.G.L. 45-23-36 and Section A261-25 of Westerly's Land Development & Subdivision Regulations, and that it contains all information required by these regulations and by the Westerly Zoning Ordinance. I further certify that this Administrative Subdivision meets all criteria for approval, as contained in the Westerly Zoning Ordinance and Section A261-26 of the Land Development & Subdivision Regulations.

Town Planner / Administrative Officer

Approval Date

**APPLICATION SUBMISSION REQUIREMENTS
ADMINISTRATIVE SUBDIVISION**

References: R.I.G.L. 45-23-32 & 45-23-37;
Westerly Land Development & Subdivision Regulations, Section A261-26

The applicant shall submit to the Town Planner five (5) paper copies of a plan titled “Administrative Subdivision,” drawn to a scale of 1 inch = 40 feet, the scale of which may be modified with permission of the Town Planner. All plans shall be prepared and certified by a Rhode Island Professional Land Surveyor. All plans shall contain the following information:

1. _____ Name of proposed development.
2. _____ Name and address of property owner and surveyor.
3. _____ Date of plan preparation, with revision date(s) (if any).
4. _____ Graphic scale and true north arrow.
5. _____ Assessor’s plat and lot numbers of land being subdivided.
6. _____ Zoning district(s). If more than one district, zoning boundary lines must be shown.
7. _____ Table stating minimum area dimensions required for the zoning district, including building setback dimensions.
8. _____ Location and dimensions of existing and proposed property lines within or adjacent to the subdivided property, including any easements or rights-of-way. Proposed lot lines shall be drawn so as to distinguish them from existing property lines.
9. _____ Existing and proposed lot line dimensions and lot areas.
10. _____ Revised building envelopes for all lots, with such lines running parallel to lot lines.
11. _____ Location and approximate size of existing buildings, proposed buildings and/or significant above ground structures within the subdivision.
12. _____ Approximate location of wooded areas, wetlands, watercourses and coastal features.
13. _____ FEMA Flood Insurance Rate Map reference & elevation boundary.
14. _____ Location, width and names of existing streets within and immediately adjacent to the subdivision.
15. _____ Names of abutting property owners and Assessor’s plat & lot numbers of abutting property.
16. _____ Two (2) original signed copies of all legal documents and deed describing the revised lot configuration.
17. _____ Application fee of \$150 payable to “Town of Westerly.”