



Application certified complete
 on _____
 by _____
(for DPD office use only)

**City Of Providence- City Plan Commission
 Application for Administrative Subdivision**

Date _____

1. General Information

A. Assessor's Plat(s): _____ Lot(s): _____

B. Street Address, if Applicable _____

C. Applicant's Name, Address:

 _____ Telephone no: _____

D. Owner's Name, Address, Telephone no. (include all owners of property):

2. Description of Change

(a) Preferred assigned address after subdivision (subject to availability): _____

3. Tax Obligation

Current Tax Obligation for Assessor's Plat(s): _____ Lot(s): _____

___ has been met by the owner for tax period ending _____

___ has not been met by the owner. (Submission is not complete until taxes are paid.)

4. Owner/Applicant Signature(s) and date _____

Application received on _____ by _____

Procedure for filing an Administrative Subdivision

1. Complete the application form on the reverse of this page. *All owners of all pieces of property must sign the form.*
2. Have an Administrative Subdivision Plan prepared by a professional land surveyor registered in the State of Rhode Island. *Items 4-11 from the checklist shall be included on the plan.*
3. Submit the application form, application fee the Mylar copy and three paper copies of the plan to Choyon Manjrekar, Principal Planner, Department of Planning and Development, 444 Westminster Street, Providence 02903 (tel. 680-8525). *In addition, the applicant shall submit elements 12-14 listed in the checklist.*
4. The plan, if complete, will be processed in a few days. When you are notified that it is ready, retrieve the plan and file it with the Providence Recorder of Deeds in City Hall. There will be a recording fee of \$49.00 for a one page document and \$1 for every additional copy. Recording fee for maps is \$45 and \$5 for each additional copy. Payment by check is preferred.
5. Department of Planning and Development staff will forward copies of the plan to the Tax Assessor's Office and the Department of Inspection and Standards. A letter announcing the approval of the subdivision will also be posted in the City Clerk's Office.

Checklist for Administrative Subdivisions	
1	Completed application Form A with \$50 application fee
2	One copy of the preliminary site plan drawn to a scale of between 1" = 20' and 1" = 80' (so that the required details may be shown) for review by staff. If no new lot lines are being created, a Class IV survey is acceptable. Otherwise, surveys must be Class I. Applicant may submit final plan if found acceptable.
3	One copy of the final site plan printed on Mylar with the size of the plan sheets no smaller than 11" x 17" and no larger than 24" x 36" with three paper copies of the same
4	Surveyor's stamp or certification
5	Date of plan preparation, with revision date(s), if any.
6	Graphic scale and true north arrow.
7	Plat and lot number(s) of the parcel being subdivided.
8	Zoning district(s) and overlay district(s) of the parcel being subdivided; if more than one district, zoning boundary lines must be shown.
9	Deed book and page number from the Recorder of Deeds.
10	Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines.
11	Location and dimensions of existing property lines, easements and rights-of-way within or adjacent to the subdivision parcel.
12	Certified copy of deed(s) from the Recorder of Deeds
13	Municipal Lien Certificate(s) from the Tax Collectors Office showing zero balance due for the tax year
14	New legal description/metes and bounds description of parcel(s)