



***Town of Foster Planning Department
Minor Land Development and Minor Subdivision
Final Plan Checklist***

The applicant shall have submitted to the Town Planner or Administrative Officer all items required for the Preliminary Plan for a Minor Subdivision as well as the following additional supporting materials indicated below in hard copy and electronic format:

A. Submission Requirements

1. At least ten (10) black line copies of the final site plans drawn to an appropriate scale. One full-sized set at 24"x36" is required, and a sufficient number of sheets shall be included to clearly show all of the information required; ten (10) sets at 11"x17" shall be submitted. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).
2. Two original, signed copies of all legal documents describing the property, including proposed easements and rights-of-way, dedications, restrictions, or other required documents.
3. A deed for transferring all lands proposed for dedication to Town or other qualified group must be accepted and approved or a fee-in-lieu of dedication must be received and accepted (if required).
4. Sample deed of all parcels upon approval.
5. **Stenographer Fee**, as needed and to be paid before the formal Hearing.

B. Additional Site Plan Requirements

1. Location of all permanent bounds.
2. Location of all interior lot lines and road lines with accurate dimensions indicated.
3. Notation of special conditions of approval imposed by the Planning Board (if any).
4. Evidence of approved ground percolation tests and ISDS for each lot as well as general building locations.
5. ☐ Ten (10) black lines of final construction plans as listed in the preliminary plan checklist, including plans of any additional improvements as required by the Planning Board as a condition of approval
6. ☐ Certification (stamp) of a Registered Professional Engineer that the construction drawings are correct
7. ☐ A certificate block drawing, for signatures for Planning Board approval and Town Clerk recordings should be located on **each page** of the plan.

Minor Subdivision – Final Checklist – page 2

<i>Town of Foster, Rhode Island</i>		<i>Department of Planning</i>	
<i>Submission Record for</i>		<i>-Minor-</i>	<i>Subdivision</i>
<i>Submission</i>	<i>Board Action</i>	<i>Date:</i>	<i>Signed:</i>
<i>Certificate of Completeness</i>	<input type="checkbox"/> <i>Certified</i> <input type="checkbox"/> <i>Returned for cause</i> <input type="checkbox"/> <i>Denied</i>	_____	_____
<i>Preliminary Review</i>	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Returned for cause</i> <input type="checkbox"/> <i>Denied</i>	_____	_____
<i>Final Review</i>	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Returned for cause</i> <input type="checkbox"/> <i>Denied</i>	_____	_____
<i>Received for Record</i> _____		<i>Date:</i> _____	
<i>At</i> _____ <i>M. Recorded in Book No.</i> _____ <i>Page</i> _____			
<i>Of the Land Evidence in the Town of Foster, Rhode Island.</i>			
_____ <i>Town Clerk</i>			

8. ☐ Proposed road plan and profiles drawn at a scale of 1" = 40' horizontal and 1" = 4' vertical if required by the Planning Board
9. ☐ Road cross-sections, if required by the Planning Board.

C. Supporting Material

1. ☐ Written confirmation from the RI Department of Environmental Management pursuant to the RI DEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed subdivision or land development, including any required off-site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration.
2. ☐ A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary).
4. ☐ Evidence that all necessary variances, permits or agreements with local state, or federal agencies have been obtained.
5. ☐ Evidence that all public improvements have been completed or that a public improvement guarantee has been received and approved.
6. ☐ Payment of the following fees or posting of financial guarantees, if required, are required prior to endorsement by the Planning Board and recording of final plans:
 - ☐ Performance bond or other financial guarantees: \$ _____ Date set by Planning Board
 - ☐ Fees in-lieu-of land dedication - \$ 1,335.00 per lot.

Minor Subdivision – Final Checklist – page 3

- ☐ Inspection fee - \$
- ☐ Maintenance bond for acceptance of public improvements (if applicable)
\$ _____ Date of Council Acceptance
Description
Date of Expiration of Maintenance Bond

D. Certification and Review Process

1. The Final Plan shall be certified, in writing, as complete or incomplete by the Administrative Officer within 25 days from the date of submission.
2. Once certified, the final plan shall be reviewed by the Administrative Officer or be referred to the Planning board to find whether the Final Plan is consistent with the approved preliminary plan and all conditions and changes required as part of the preliminary approval.
3. If approved by the Administrative Officer, approval shall be reported at the next Planning Board meeting.
4. If the Administrative Officer denies the Final Plan submission, the application shall be considered by the Planning Board within 45 days and a final decision shall be issued.
5. Once the final plans have been approved and the obligatory appeal period has passed, one Mylar and four (4) black lines at 24"x36" size should be recorded at the Town Hall along with the new deed descriptions for each parcel. **If there are any remaining fees to be paid, they should be paid at the time of recording.**