



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 and Address:

\_\_\_\_\_  
 \_\_\_\_\_

Telephone no: \_\_\_\_\_ E-mail address: \_\_\_\_\_

D. Owner's Name and Address (include all owners of property):

\_\_\_\_\_  
 \_\_\_\_\_

Telephone no: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**2. Description of Change**

\_\_\_\_\_  
 \_\_\_\_\_

**(a) Preferred assigned address(es) after subdivision (if available):** \_\_\_\_\_

**3. Tax Obligation – Taxes shall be paid for the entirety of the fiscal year prior to submission**

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

\_\_\_ has been met by the owner for the current fiscal year.

\_\_\_ has not been met by the owner (submission is not complete until taxes are paid).

**4. Owner/Applicant Signature(s)** \_\_\_\_\_

\_\_\_\_\_

## Procedure for filing an Administrative Subdivision

1. Complete the administrative subdivision application form. *All owners of all pieces of property must sign the form.*
2. Have a survey with the proposed changes prepared by a professional land surveyor registered in the State of Rhode Island. *All items listed under item 4 shall be included on the plan. In addition, the applicant shall submit elements 5-7 listed in the checklist.*
3. Submit the application form, application fee and four paper copies of the plan to Lev Simon, Planner, Department of Planning and Development (DPD), 444 Westminster Street, Providence 02903 (tel. 401-680-8407).
4. The DPD will conduct a review for completeness based on the required items. The DPD will notify the applicant of deficiencies in the application when a submission is deemed incomplete – see § 45-23-36(b).
5. The plan will be processed within 15 days of being certified complete. If the applicant submits blank confirmatory deeds, the DPD will enter the assigned lot numbers and addresses in the appropriate locations. Upon receiving final approval, the DPD will notify the applicant and return three stamped copies of the plan, three copies of the approval letter, and, if submitted, three copies of the confirmatory deeds. The applicant shall record said documents at the Recorder of Deeds office on the fifth floor of Providence City Hall at 25 Dorrance Street, Providence RI 02903. Upon recordation, the applicant shall return one copy of each recorded document to the DPD.
6. There will be a recording fee of \$49.00 for a one-page document and \$1 for every additional copy. The recording fee for maps is \$45 and \$5 for each additional copy. Payment by check is preferred.
7. Return one copy of each item in the approval package to the DPD after recordation.
8. DPD staff will assign new lot number(s) and address(es) if required. DPD staff will update the plat maps and permitting database. Copies of the plan will be forwarded to relevant departments and agencies. A letter announcing the approval of the subdivision will also be posted in the City Clerk's Office.

<b>Checklist for Administrative Subdivision</b>		
1		Completed application form signed by all owners.
2		Application fee of \$100 payable by check made out to the City of Providence
3		Four paper copies of a land survey drawn to an appropriate scale such that all features are legible. Size of the plan sheets shall be no smaller than 11" x 17". If no new lot lines are being created, a Class IV survey is acceptable. Otherwise, surveys must be Class I.
4		<p>The survey shall include the following:</p> <ul style="list-style-type: none"> <li>• Title of the subdivision plan that accurately reflects the property and proposed changes,</li> <li>• Date of plan preparation, with revision date(s), if any,</li> <li>• Plat and lot number(s) of the parcel(s) being subdivided,</li> <li>• Graphic scale and true north arrow,</li> <li>• Deed book and page number from the Recorder of Deeds for all lots,</li> <li>• Surveyor's stamp and certification,</li> <li>• Zoning district(s) and overlay district(s) of the parcel(s) being subdivided; if more than one district, zoning boundary lines must be shown on the plan,</li> <li>• Table listing dimensional requirements of the subject zone(s) in one column and indication of compliance with said regulations in a second column. At a minimum, the table shall include the following requirements: <ul style="list-style-type: none"> <li>• Lot size</li> <li>• Lot width</li> <li>• Maximum building coverage</li> <li>• Maximum impervious coverage</li> <li>• Minimum pervious coverage</li> <li>• Front, side, and rear setback</li> </ul> </li> <li>• Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines. Existing and proposed property lines shall show interior angles and distances, curves shall include radius, arc length, central angle, and tangent and chord length</li> <li>• Locations of all significant trees as defined by section 1503.B of the zoning ordinance</li> <li>• Locations of all existing primary and accessory structures on the property</li> <li>• Locations of all curb cuts</li> <li>• Locations of all pervious and impervious surfaces</li> <li>• Locations of all parking spaces</li> <li>• Locations, names, and dimensions of public rights of way, easements, and rights of way within or adjacent to the subdivision parcel(s)</li> <li>• Any other items the administrative officer deems necessary to demonstrate zoning compliance.</li> </ul>
5		Certified copies of deed(s) from the Recorder of Deeds for all parcels.
6		Counter bill or municipal lien certificate(s) from the Tax Collector showing zero balance due for the entire tax year for all parcels.
7		New legal description(s)/metes and bounds description(s) of all proposed lots. It is recommended to submit the description as an exhibit in draft confirmatory deeds for all new parcels. Leave blank areas for the insertion of new lot numbers and addresses.