



City of Newport

Department of Zoning and Inspections

Planning Division

43 Broadway, Newport, RI 02840

Application A

Application Number: _____

Application Date: _____

Application Fee: \$50.00

Administrative Subdivision Application

The undersigned desires to subdivide the property located in the City of Newport, Rhode Island in accordance with the accompanying Plat.

Proposed Subdivision Name _____

Newport, RI 02840

Property Address _____ Tax Assessor's Plat & Lot _____

Applicant/Owner's Representative Name _____ Address _____ City, State, Zip _____

Email _____ Cell Phone _____

Name of Subdivider / Owner / LLC (Provide Proof of Ownership) _____ Address _____ City, State, Zip _____

Email _____ Cell Phone _____

Deed of property recorded in City Land Evidence _____ Volume _____ Page _____

Name of Registered Engineer or Land Surveyor _____ Address _____ City, State, Zip _____

Email _____ Cell Phone _____

Required Items for Administrative Subdivision

Administrative Subdivision Contents:

One (1) paper and one (1) digital (pdf or CAD) copy of record plat prepared by an engineer or a land surveyor showing the proposed subdivision for initial review. For recording purposes submit one (1) Mylar copy, four (4) paper copies, and one (1) digital copy of approved plan;

Application form;

Non-refundable fee; and

Record plat generated on Mylar (24"x36") at a scale of 1"=50' or larger.



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Application B

Application Number: _____
Application Date: _____
Application Fee: \$100.00

Minor Subdivision Application

The undersigned desires to subdivide the property located in the City of Newport, Rhode Island in accordance with the accompanying Plat.

Proposed Subdivision Name _____

Newport, RI 02840

Property Address _____ Tax Assessor's Plat & Lot _____

Applicant/Owner's Representative Name _____ Address _____ City, State, Zip _____

Email _____ Cell Phone _____

Name of Subdivider / Owner / LLC (Provide Proof of Ownership) _____ Address _____ City, State, Zip _____

Email _____ Cell Phone _____

Deed of property recorded in City Land Evidence _____ Volume _____ Page _____

Name of Registered Engineer or Land Surveyor _____ Address _____ City, State, Zip _____

Email _____ Cell Phone _____

Required Items for Minor Subdivision

Minor Subdivision Contents:

Preliminary

- One (1) paper and one (1) digital (pdf or CAD) copy of record plat prepared by an engineer or a land surveyor showing the record plat for initial review;
- Application form; and
- Non-refundable fee.

Final

- One (1) paper and one (1) digital (pdf or CAD) copy of record plat prepared by an engineer or a land surveyor showing the record plat for initial review. For recording purposes submit one (1) Mylar copy, four (4) paper copies, and one (1) digital copy of approved plan; and
- Record plat generated on Mylar (24"x36") at a scale of 1"=50' or larger.



City of Newport

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43 Broadway, Newport, RI 02840

Application C

Application Number: _____

Application Date: _____

Application Fee: \$100.00

Major Subdivision Application

The undersigned desires to subdivide the property located in the City of Newport, Rhode Island in accordance with the accompanying Plat.

Proposed Subdivision Name _____

Newport, RI 02840

Property Address _____ Tax Assessor's Plat & Lot _____

Applicant/Owner's Representative Name _____ Address _____ City, State, Zip _____

Email _____ Cell Phone _____

Name of Subdivider / Owner / LLC (Provide Proof of Ownership) _____ Address _____ City, State, Zip _____

Email _____ Cell Phone _____

Deed of property recorded in City Land Evidence _____ Volume _____ Page _____

Name of Registered Engineer or Land Surveyor _____ Address _____ City, State, Zip _____

Email _____ Cell Phone _____

Required Items for Major Subdivision

Major Subdivision Contents:

- Master
 - Letter/Email request pre-application conference;
- Preliminary
 - One (1) paper and one (1) digital (pdf or CAD) copy of record plat prepared by an engineer or a land surveyor showing the record plat for initial review;
 - Application form; and
 - Non-refundable fee.

- Final
 - One (1) paper and one (1) digital (pdf or CAD) copy of record plat prepared by an engineer or a land surveyor showing the record plat for initial review. For recording purposes submit one (1) Mylar copy, four (4) paper copies, and one (1) digital copy of approved plan;
 - Dedication Form: streets, ways, and public access;
 - Performance Bond;
 - Two (2) copies of any restrictive covenants, if any, to regulate and protect the subdivision; and
 - Record plat generated on Mylar (24"x36") at a scale of 1"=50' or larger.



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Instructions for Applicant

Any applicant requesting approval of a proposed Administrative Subdivision shall submit to the Administrative Officer the items identified in this application.

A properly executed application (See Application A)

- a. Name and address of record owner and surveyor, date of filing, date of survey, north point and scale;
- b. Certification (stamp) of a registered land surveyor indicating that a Class 1 perimeter survey has been performed or the is otherwise correct;
- c. Plat and lot numbers of the lot being subdivided, zoning district of the parcel being subdivided, with zoning district of the parcel being subdivided, with zoning boundary lines if applicable;
- d. Names of all abutters as determined from the most recent official tax list;
- e. Sufficient data to determine the location, bearing, size, and shape of every lot, boundary and setback line, and to reproduce the same upon the ground (all bearings to be referred to a meridian);
- f. Existing and proposed lines of easements, utilities, including sewerage, and natural water channels;
- g. Approximate locations of wetland and coastal features;
- h. The location of all existing structures, fences and trees of more than eighteen (18") inches diameter; and
- i. The location of monuments, if any.

Any applicant requesting approval of a proposed Minor or Major Subdivision shall submit to the Administrative Officer the items identified in this application.

Pre-application Conference (Major Subdivision - See Application C)

- a. A letter requesting a pre-application conference.
- b. A copy of the Assessor's plat marked to show the boundary of the land the applicant intends to subdivide plus the boundary of the tract in his/her ownership or under his/her control.

Master Plan/Preliminary Application

A properly executed application (Minor & Major Subdivisions - See Application B/Application C)

- a. Subdivision name, name and address of record owner, subdivider, and engineer or surveyor, date prepared, date of survey, north point, scale, acreage and number of lots;
- b. Names of all abutters, as determined from the most recent official tax list;
- c. Existing and proposed lines of streets, ways boundaries, utilities, easements, lots and public areas within the plat, with adequate dimensions;
- d. Proposed location of monuments;
- e. Proposed land use and existing zoning;
- f. Proposed system if drainage, dimensions of storm sewers, approximate location of water mains, sanitary sewers and drainage structure;
- g. All existing fences, building, and trees eighteen (18") inches or more in diameter;
- h. Existing and proposed topography with two-foot contour intervals, elevations based on Newport NVGD 1929 unless otherwise indicated by the Planning Board;
- i. Profiles of proposed streets with adequate ties to existing streets;
- j. A certificate from the Tax Collector of the City of Newport that all taxes due on the land described in such plat have been paid for the period of five (5) years preceding the date of such filing and that there are no outstanding tax liens thereon;



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Instructions for Applicant

- k.
- l.

Final Application

A properly executed application (Minor & Major Subdivision - See Application B/Application C)

- a. Subdivision name, name and address of record owner, subdivider, and engineer or surveyor, date prepared, date of survey, north point, scale, acreage and number of lots;
- b. Names of all abutters, as determined from the most recent official tax list;
- c. Existing and proposed lines of streets, ways boundaries, utilities, easements, lots and public areas within the plat, with adequate dimensions;
- d. Proposed location of monuments;
- e. Proposed land use and existing zoning;
- f. Proposed system of drainage, dimensions of storm sewers, approximate location of water mains, sanitary sewers and drainage structure;
- g. All existing fences, building, and trees eighteen (18") inches or more in diameter;
- h. Existing and proposed topography with two-foot contour intervals, elevations based on Newport NVGD 1929 unless otherwise indicated by the Planning Board;
- i. Profiles of proposed streets with adequate ties to existing streets;
- j. A certificate from the Tax Collector of the City of Newport that all taxes due on the land described in such plat have been paid for the period of five (5) years preceding the date of such filing and that there are no outstanding tax liens thereon;
- k. Proposed layout of storm drainage, water supply and sewage disposal systems.

**Assessor's Plat Map & Lot
Numbers Current Owners
Street Address
Contact Information**

**Flood Zone Designation
(if applicable)**

**Zoning
District**

**Present Use
of of Property**

**Proposed Use
of of Property**

**Tax Obligations Met
(Yes or No)**

Parcel A Plat _____ Lot _____

Name: _____

Address: _____

Phone: _____ Email: _____

Parcel B Plat _____ Lot _____

Name: _____

Address: _____

Phone: _____ Email: _____

Parcel C Plat _____ Lot _____

Name: _____

Address: _____

Phone: _____ Email: _____

Parcel D Plat _____ Lot _____

Name: _____

Address: _____

Phone: _____ Email: _____

Parcel E Plat _____ Lot _____

Name: _____

Address: _____

Phone: _____ Email: _____

***NOTE: Please attach a separate sheet if more space is needed.**

Summary of Review Process Timeframe

Administrative Subdivision:	
	15 days to accept, deny, or refer to Planning Board
	If no action is taken within 15 days, the Plan is automatically placed on the Planning Board agenda.
	65 days for Planning Board action.
	Approval expires after 90 days if not recorded in the City's Land Evidence Records.
Minor Subdivision:	
<i>Preliminary</i>	15 days to certify complete.
	65 days for Planning Board decision.
<i>Final*</i>	15 days to certify complete.
	Approval expires after 90 days if not recorded in the City's Land Evidence Records.
Major Subdivision:	
<i>Master</i>	60 days to certify complete.
	90 days for Planning Board decision. A Public Informational Meeting is held within this timeframe.
	Master Plan approval is vested for a period of two (2) years with the right to extend for two (2) one-year extensions upon written request by applicant.
<i>Preliminary</i>	60 days to certify complete.
	90 days for Planning Board decision. A Public Hearing is held within this timeframe.
	Preliminary Plan approval is vested for a period of two (2) years with the right to extend for two (2) one-year extensions upon written request by applicant.
<i>Final*</i>	25 days to certify complete (45 days if requested by written notice).
	Approval expires after one (1) year if not recorded in the City's Land Evidence Records.
	If Final Plan is not found complete or meeting any conditions of Preliminary Plan approval set forth by the Planning Board, the plan shall be submitted to Planning Board for review. Final plan approval is vested for one (1) year with the right to extend for one (1) year upon written request by applicant.

*Mylar plans shall be on polyester film no larger than 24" x 36" or a scale of 1" to 50', single matte with a thickness of 3 mils (.003 inches), and must have opacity so as to allow consistent computer scanning. All plans shall be prepared using a compatible ink with excellent cohesiveness which will produce a permanent bond and result in a plan with long term durability. All signatures must be in black India ink or its equal.