

CITY OF EAST PROVIDENCE, RI

ADMINISTRATIVE SUBDIVISION  
SUBMISSION CHECKLIST

Any deeds of conveyance associated with approved final plans are the responsibility of the property owners.

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**The applicant shall file the following materials with the Administrative Officer or designee:**

- (1) A **completed application form** for Administrative Subdivision (Form A);
- (2) For completeness review, **six (6) blueline copies** of the plans; for the Planning Board meeting, **fourteen (14) blueline prints** of the plans;
- (3) A **certified list of names and addresses of property owners immediately abutting the perimeter of the subdivision** as of no more than thirty (30) days prior to the filing of an application, **and three (3) sets of mailing labels** pre-printed with said names and addresses;
- (4) **Supporting documentation**, including:
  - (a) ***Permits***  
Copies of final permits required by state and/or federal agencies.
  - (b) ***Tax Certification***  
Written certification from the Finance Director that all property taxes on the land involved are current.
  - (c) ***Title Report***  
Except where waived, a report as to real property title shall be required. (A title report may be required for each lot.)
  - (d) ***Other*** - Such other information as required by the Administrative Officer and/or Planning Board to show that the proposal is in accordance with the applicable requirements of the East Providence Land Development and Subdivision Review Regulations and Chapter 19 Zoning, of the Revised Ordinances of East Providence;
- (5) A **filing fee** in the amount of \$75 by check payable to the City of East Providence.

**\* A reproducible plan** prepared on mylar meeting the requirements of the East Providence Land Development and Subdivision Review Regulations shall be required for endorsement of approval and shall be recorded in the Land Evidence records of the Office of the City Clerk. The Department of Planning will record the approved subdivision plan. *A separate recording fee will be collected from the applicant by the Office of the City Clerk at the time of the recording of the plan and any other material required to be recorded.*