



**TOWN OF JOHNSTON
PLANNING BOARD**

100 IRONS AVENUE, JOHNSTON, RI 02919
TEL: (401) 231-4000 • FAX: (401) 231-4181

Administrative Subdivision

CHECKLIST



PROJECT NAME

NOTE: *Materials must be certified as complete at least 32 days prior to Planning Board meeting.*

COMPLETE
INCOMPLETE
N/A

MATERIALS

— 5 copies each document —

- I. — **Application form** (With original signatures by all owners of record, or agents with owner authorization)
- **Checklist**
- **Plan #1:** INITIAL STAFF REVIEW (See specifications below)
- Tax certificates** (Municipal lien certificates)
- Legal instruments** (Quit-claim deeds, metes & bounds descriptions, proposed easements, restrictions covenants, etc.)
- Fee—application:** \$80 base + \$75 per existing lot (*non-refundable*)

- II. — **Fee—review:** \$80 base + \$75 per existing lot + \$50 per/hr. (*2-hr. minimum—invoice to follow*)
- Plan #2:** STAFF REVIEW — Plan revisions/corrections to be **CLOUDED** and **NUMBERED** within delta symbol.
- — — **Certificate of completeness**

- III. — **Plan #3** RECORDING REVIEW — 2 Mylar + 6 paper copies *after* certified as complete

COMPLETE
INCOMPLETE
N/A

PLAN

1. Name of project (or street and applicant), type and stage, and assessor's plat and lot number for all properties involved in title block
2. Property owner(s) of record and applicant/developer by name, address and telephone number
3. PE and/or PLS by business title block, originally signed seal, and Class I survey certification
4. Dates of plan preparation and subsequent revisions (with description) by month, day and year
5. Graphic scale (approx. 1" = 100') and true north arrow
6. Location map within 1/2 mile radius
7. Zoning district with dimensional requirements and setbacks
8. Number of lots, units and/or parcels; total acreage, existing and/or proposed; and intended use
9. Boundary, lot, setback, and street lines; dimensions including angles; and total area of lots, existing/proposed
10. Easements/rights-of-way and deed/plat restrictions/covenants, existing/proposed (if none, state on plan)
11. Adjoining property owners by name and assessor's plat and lot number



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	COMPLETE	INCOMPLETE	N/A	PLAN
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monuments, existing/proposed, at all corners/points of intersection of boundary lines
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extraordinary/unusual natural features, historic areas, cemeteries, foundations, etc. (if none, state on plan)
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flood hazard areas from most recent FEMA mapping
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing buildings and structures and distances from lot boundaries (if none, state on plan)
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetlands, water bodies, watercourses, etc. (if none, state on plan), and drainage patterns
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets/public ways within/directly adjacent by name and width
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities and drainage structures (including water, storm sewer, sanitary sewer, detention basins, and septic systems), and improvements, existing/proposed, on/within 200' by approximate location and size
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legend

See Johnston 1995 Land Development & Subdivision Review Regulations for details.