

City of Pawtucket
Subdivision Application
Incomplete applications will not be accepted

If you have any questions, please call the Department of Planning and Redevelopment at (401) 724-5200 ext 430

Application Instructions:

- All applications must be certified as complete by the Department of Planning and Redevelopment.
- Applicants will not be considered complete unless they include all required information listed in the checklist.
- Applications requiring Planning Commission review must be submitted no later than the 10th of the month prior to the scheduled Planning Commission meeting (e.g.. the 10th of January for the February meeting).
Applications certified as complete less than 21 days prior to the next scheduled meeting will be scheduled for the subsequent Planning Commission meeting.
- Applicants may schedule a pre-application conference to review their proposal and for assistance in determining the type of review and applicable fee.
- All necessary utility, infrastructure, roadway, sidewalk, walkway and parking area improvements will be provided for the development by the applicant at their own expense.
- All improvements will be required to meet all applicable city requirements and standards.
- The applicant is required to pay all costs associated with the required advertising and mailing for any required public hearings and will be billed for all associated costs. Applications with outstanding application, notice, or review fees will not be considered. No decision will be recorded prior to the payment of outstanding advertising and mailing costs.
- Subdivision applications are classified into the following categories subject to the following fees: Administrative (no new lots for development) - \$50; Minor (nine or fewer lots) - \$200; Major (ten or more lots)- \$500.
Applications will not be processed until payment is received. Please submit payment to the Department of Planning and Redevelopment.

**City of Pawtucket
Subdivision Application**

Provide the following information:

Applicant's Name: _____

Address: _____

Telephone: __ (____) _____ - _____

Email: _____

Owner's Name (if different): _____

Owner's Signature authorizing subdivision and certifying application contents as correct:

Address: _____

Telephone: __ (____) _____ - _____

Email: _____

Applicants requesting that their correspondence be through a representative must provide contact information below:

Representative's Name: _____

Address: _____

Telephone: __ (____) _____ - _____

Email: _____

Lot Address: _____
(number) (street name)

Assessor's Plat: _____ Lot: _____

Please submit an additional copy of this form for each additional existing lot.

Please provide a name for your proposed subdivision: _____

Is the property located in a Historic District? ___Yes ___No

Present use of land: _____

Proposed use of land: _____

This box for City Staff use only

Application Type ___ Administrative ___ Minor ___ Major

Dates received: _____ **By:** _____

Dates Certified Complete: _____ **By:** _____

Master Plan CPC Meeting: _____ **Action:** ___ Approve ___ Deny

TRC Meetings: _____ **Recommendation:** ___ Approve ___ Deny ___ Other

Preliminary: _____ **Action:** ___ Approve ___ Deny

Final: _____ **Action:** ___ Approve ___ Deny

Final Plat Recording Date: _____