



City of Newport, Rhode Island Department of Planning & Development

Administrative Subdivision Application Submittal Checklist

Applications can be submitted at <https://newportri.portal.opengov.com/>. Select “Planning & Zoning Department”, then “Planning Application” and “Apply Online.” When prompted, select “Administrative Subdivision” as the Application Type.

The below documents must be uploaded as PDFs with the online application. After the Planning Application Form questions are completed, you will be brought to an “Attachments” page where there will be labelled places to upload different types of application materials.

Administrative Subdivision Application Requirements:

- ☐ **Online Planning Application Form** with all fields completed.
- ☐ **Application Fee** – The online application system accepts credit cards. Checks can be mailed, and both checks and cash can be accepted in person. DO NOT MAIL CASH.
 - o Administrative Subdivision application fee: **\$50**
- ☐ **Proof of Ownership** – Copies of deeds, purchase and sales or other proof of authority to file
- ☐ **Site Plan** – SEE DETAILED PLAN REQUIREMENTS BELOW
- ☐ **To be submitted for recording after staff has reviewed and approved the Site Plan:** Site Plan generated on Mylar (24”x36”) at a scale of 1” = 50’ or larger and three (3) paper copies.

Administrative Subdivision Plat Requirements:

- i. Name of the subdivision;
- ii. Purpose statement, including existing and proposed number of lots;
- iii. Name and address of record owner and surveyor, date of filing, date of survey, north point and scale;
- iv. Names of all abutters as determined from the most recent official tax list;
- v. Sufficient data to determine 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);
- vi. Existing and proposed lines of easements, utilities, including sewerage and natural water channels.
- vii. The location of all existing structures, fences and trees of more than eighteen (18”) inches diameter with a note if they were to be remain or be removed;
- i. Locations of existing & proposed monuments (granite, 4”x4”x30”, place at least one at one end per a proposed or adjusted property line);
- viii. Note of any restrictive covenants, if applicable; and
- ix. Administrative Subdivision approval block as on the following graphic located in the bottom right quarter of the plat:



City of Newport, Rhode Island
Department of Planning & Development

ADMINISTRATIVE SUBDIVISION APPROVAL

This subdivision is hereby approved in accordance with Rhode Island General Law § 45-23-37 and Section I – General Provisions of the Newport Subdivision Regulations this _____ day of _____, 20____

Administrative Officer

Approved for filing this _____ day of _____, 20____

*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.

Summary of Application Timeline

15 days for City Staff to review for completeness*
15 days for Administrative Officer decision
Approval expires after 90 days from the date of approval if a plan in conformity with the approval is not recorded in the City’s Land Evidence Records. Approval may be extended if requested by the applicant in writing and approved by the Planning Board.

* Applications which require relief which qualifies only as a modification shall proceed by filing an application for a modification with the zoning officer. If such modification is granted, the application shall then proceed to be reviewed by the administrative officer pursuant to the applicable requirements of this section. If the modification is denied or an objection is received, such application shall proceed under unified development plan review. See [Zoning Code Section 17.108.010 Modifications](#).

Administrative Subdivision application submittal requirements and regulations can be found in the [Subdivision and Land Development Regulations](#) – Section I, and in [RIGL § 45-23-37](#).