

RECORDING CHECKLIST
All Subdivisions and Land Development Projects

To obtain endorsement of the Record Plan(s) for a subdivision or land development project, the applicant shall submit to the Administrative Officer:

1. One (1) full size, Mylar of each sheet of the Record Plan, as approved as part of the Administrative Subdivision or Final Plan submittal, which is in complete conformance with the approved plan and accurately depicts installed survey monumentation as set in the field;
2. One (1) executed copy of each legal document required by the Administrative Subdivision or Final Plan approval, including but not limited to, as applicable, deeds for each newly created or modified lot, conservation easement(s), warranty deed(s) for all proposed public roadways and/or lands proposed to be dedicated to the Town for open space purposes, homeowner's association declarations and covenants;
3. Approval of progress or final as-built drawings, as may be applicable, from the South Kingstown Department of Public Services;
4. If a performance guarantee is required, proof of payment of said guarantee to the Town of South Kingstown Finance Department; and
5. Two (2) copies of any and all other materials that may have been required to be submitted prior to recording by the Administrative Subdivision, Preliminary or Final Plan approvals.

The Administrative Officer shall review all documentation and determine whether endorsement of the Record Plan(s) shall occur. Upon recording, the applicant shall provide copies of all recorded legal documents to the Administrative Officer.