



Office of the Building Official

CERTIFICATE OF COMPLETENESS

APPLICANT \_\_\_\_\_ ADDRESS \_\_\_\_\_ PLAT \_\_\_\_\_ LOT \_\_\_\_\_

DOCUMENTS SUBMITTED

	APPLICANT	ZONING OFFICE
Application	_____	_____
Radius map	_____	_____
Abutter's List	_____	_____
Site Plan - Class I Survey	_____	_____
Building Plans (where applicable)	_____	_____
<u>Current</u> Zoning Certificate	_____	_____
Tax Collector report	_____	_____

\_\_\_\_\_  
Zoning Officer Signature

DISCLAIMER

This Certificate of Completeness is given for the purpose of certifying that all required documents are included in the packet presented. It does not in any way confirm or render an opinion as to whether the application is proper or will be approved.

**WEST WARWICK ZONING BOARD OF REVIEW**  
**APPLICATION FOR VARIANCE OR SPECIAL EXCEPTION**

Official Use Only In This Block

Petition No: \_\_\_\_\_

Fee: \_\_\_\_\_

Date of Filing: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Proposed Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Purchaser/Lessee \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

2. Location of Premises: \_\_\_\_\_  
Tax Assessor's Plat(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zone(s): \_\_\_\_\_  
Date of Purchase: \_\_\_\_\_  
Is purchase subject to zoning relief being granted: Yes \_\_\_\_\_ No: \_\_\_\_\_

3. Dimensions of lot(s): Frontage: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Area:(sf) \_\_\_\_\_

LIST ALL EXISTING BUILDING AND PRESENT USES

	Building Height	Area (sf)	Use	Length of Use
A)	_____	_____	_____	_____
B)	_____	_____	_____	_____
C)	_____	_____	_____	_____

4. Is this an application for:  
 DIMENSIONAL VARIANCE ( ) USE VARIANCE ( ) SPECIAL USE PERMIT ( )  
 APPEAL FROM DECISION OF BUILDING/ZONING OFFICIAL ( )  
 APPEAL FROM DECISION OF PLANNING BOARD ( )

5. If the Application is for a Dimensional or Use Variance, complete the following:

- A) The variance relates to:  
 Principal buildings \_\_\_\_\_ Accessory buildings \_\_\_\_\_ Land \_\_\_\_\_

Check all that apply:

- % of Lot coverage       Height       Lot Area  
 Set Backs       Parking       Signs  
 Number of dwelling units       Use       Non-conforming use

Other (specify) \_\_\_\_\_

- B) Precise variance(s) sought:  
 List each applicable section of the Zoning Ordinance for which Variance is sought

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- C) 1. Describe the specific Variance sought: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

2. Describe extent of proposed alterations, additions or new building(s): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

3. Number of dwelling units for which building(s) is/are to be used: \_\_\_\_\_

\_\_\_\_\_

4. Is there public sewerage available? Yes \_\_\_\_\_ No \_\_\_\_\_

D) Describe the reason(s) the relief is requested for the specific variance listed above. Include peculiarity, loss of use, effect on surrounding property, alternative safeguards, etc.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. If this is an application for a Special Use Permit, complete the following:

A) The Special Use Permit relates to:  
Principal buildings \_\_\_\_\_ Accessory buildings \_\_\_\_\_ Land \_\_\_\_\_

B) Precise Special Use Permit sought:  
(List specific section of Zoning Ordinance that indicates use is permitted by Special Use Permit)

\_\_\_\_\_  
\_\_\_\_\_

C) Summarize the reasons why the Special Use Permit should be granted. Refer to specific sections of the Zoning Ordinance that apply:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. If this is an appeal for the decision of the building/zoning official or from a Planning Board decision, state:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Plans acted upon by the Board become incorporated as part of the decision and are final.

I/We the undersigned, swear that all information given above to the best of my/our knowledge is complete and correct.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchaser/Lessee signature \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

TIME TABLE AND FILING REQUIREMENTS  
FOR VARIANCE AND SPECIAL USE APPLICATIONS

**HEARING DATES:**

Zoning Board of Review (ZBR) - 7:00 pm, last Wednesday of every month in the Council Chambers in the West Warwick Town Hall. (Except January and July, no meeting).

**FILING REQUIREMENTS:**

ALL APPLICATIONS FOR ZONING MUST BE FILED WITH THE ZONING CLERK BY THE FIRST OF THE MONTH ON WHICH THE APPLICATION WILL BE HEARD. ALL APPLICATIONS MUST INCLUDE **TWELVE (12) COMPLETE** PACKETS.

**PACKET CONTENT:**

Each packet must include:

1. Applications - Signed and dated original application and 11 copies.
2. Radius map - 12 copies of map showing ALL abutting lots within 200 feet of the perimeter of the property.
3. Abutters list - 12 copies of the name and address of all abutters. (Note: if more than one owner, ALL must be listed. - Example: if a husband and wife, both must be notified).
4. Site plans - 12 copies of Site plans showing exactly what is proposed. (If prepared by a surveyor MUST be a Class I survey).
5. Building plans where applicable - 12 copies.
6. CURRENT zoning certificate -12 copies.
7. AN UP TO DATE STATEMENT FROM THE WEST WARWICK TAX COLLECTOR INDICATING THE STATUS OF REAL ESTATE TAXES, SEWER BILLS AND ASSESSMENTS AND MUNICIPAL LIENS RELATED TO THE LOTS FOR WHICH RELIEF IS REQUESTED. **NO APPLICATION WILL BE ACCEPTED UNLESS ALL REAL ESTATE TAXES, SEWER BILL AND ASSESSMENTS AND MUNICIPAL LIENS ARE PAID IN FULL.**

**COMPLETION REQUIREMENTS:**

NO APPLICATION WILL BE ACCEPTED UNLESS APPLICATION IS COMPLETED IN FULL AND THE REQUIRED NUMBER OF **ALL** SUPPORTING DOCUMENTS ARE FILED AND ALL FEES ARE PAID.

**HEARING PROCESS:**

ZBR - All applicants and supporting witnesses must appear before the ZBR.

## **NOTICE REQUIREMENTS**

The clerk of the Zoning Board of Review must send notice of hearings for Variances, Special Use Permits and Appeals from the Building Official and/or the Planning Board at least 14 days prior to the date of the hearing. This notice must be sent registered mail, return receipt requested.

**It is the obligation of the applicant to file with the clerk, not less than 21 days prior to the hearing, addressed envelopes and a green return receipt requested cards with return address labels to the applicant affixed.** The envelopes and the green cards must be addressed to each of the following:

1. All owners of real property whose property is located at or within a 200-foot radius of the subject area, as measured from the corners of the subject parcel/lot; the address shall be the last known address of such owners as shown on the current real estate tax assessment records of West Warwick;
2. Any city or town council of any city or town which is located at or within 200 feet of the perimeter of the subject area;
3. Any city or town where there is a public or quasi-public water source or private water source for use as a public water source, at or within 2,000 feet of the subject property, regardless of municipal boundaries;
4. Any governing body of any state or municipal water department or agency, special water district or private water company that has riparian rights to the surface water resource and/or watersheds and parcels of land within 2,000 feet thereof;
5. If the subject property is within the West Warwick BP Business Park zoning district, for all owners of real property whose property is located within the BP Business Park zoning district.

**The return address on each green card must be the name and address of the applicant.**

Prior to the hearing the returned green cards must be filed with the clerk of the Zoning Board of Review. **NO MATTER WILL BE HEARD UNLESS THE GREEN CARDS HAVE BEEN FILED WITH THE CLERK PRIOR TO THE HEARING.**

The cost of all notification, specifically including, but not limited to, advertising and postage shall be borne by the applicant.

## **APPLICABLE LAW:**

Applicant must comply with ALL provisions of the Zoning Code of the Town of West Warwick, **specifically including, but not limited to, Section 9, Variances and/or Section 10 Special Use Permits and/or 5.6.16 Accessory Dwelling Units (In-Law Apt.) and/or Section 32 Appeals from decision of Building Official or Planning Board.**

(INSERT DATE OF LETTER)

Name and address of abutter

To whom it may concern:

You are hereby notified that {INSERT NAME OF APPLICANT}, as applicant and (INSERT NAME OF OWNER), as owner, have filed an application with the West Warwick Zoning Board of Review requesting a {INSERT DIMENSIONAL VARIANCE, USE VARIANCE, SPECIAL USE PERMIT all that apply) for the purpose of (INSERT WHAT REQUEST IS FOR) for property located at (INSERT ADDRESS OF PROPERTY), further described as (INSERT TAX ASSESSOR'S PLAT AND LOT AND ZONING DISTRICT).

A hearing will be held before the West Warwick Zoning Board of Review in the Town Council Chamber, Town Hall, 1170 Main St., West Warwick, RI, on Wednesday, (INSERT DATE OF MEETING), at 7 o'clock pm. You are invited to be present if you wish.

Yours truly,  
SIGNATURE OF APPLICANT,

SIGNATURE OF OWNER



**EXAMPLE OF AFFIDAVIT OF NOTICE**

STATE OF RHODE ISLAND

TOWN OF WEST WARWICK

COUNTY OF KENT

ZONING BOARD OF REVIEW

APPLICANT: INSERT NAME

PETITION NO. INSERT NUMBER

OWNER: INSERT NAME

**AFFIDAVIT OF NOTICE**

I, INSERT NAME OF PERSON GIVING NOTICE, being duly sworn, under oath depose and say that I caused to be mailed, certified mail, return receipt requested, a copy of the Notice of Hearing, to each of the owners of property within 200 feet of the perimeter of the subject property on INSERT DATE OF MAILING. A copy of said notice and the abutters list is attached hereto and made part hereof.

\_\_\_\_\_  
SIGNATURE OF PERSON

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
My commission expires \_\_\_\_\_

ATTACH COPY OF NOTICE THAT WAS SERVED AND COPY OF ABUTTERS LIST LIST.

RULES OF PRACTICE AND  
PROCEDURE BEFORE THE TOWN OF  
WEST WARWICK  
ZONING BOARD OF REVIEW

**TIME OF FILING**

All applications for Dimensional or Use Variances or Special Use Permits or Appeals from decisions of the Building Official or Planning Board shall be filed with the zoning clerk prior to the 1<sup>st</sup> day of the month in which the application will be heard by the zoning board.

**NOTICE**

Public notice for hearings on Dimensional or Use Variances or Special Use Permits or Appeals shall be given by the clerk at least 14 days prior to the date of the hearing in a newspaper of general circulation in the Town of West Warwick. Notice of hearing shall be sent by the clerk by certified mail, return receipt requested, to all those who would require notice under Rhode Island General Laws §45-24-53. In all cases the returned receipts MUST be filed with the clerk before any hearing will be held.

**DOCUMENTS TO BE FILED WITH APPLICATION**

In all applications for Dimensional or Use Variances or Special Use Permits the following documents must be filed with the applications:

1. A completed application
2. A 200-foot radius map
3. An abutters' list
4. A site plan (a Class I survey may be required by the zoning board)
5. Building plans where applicable
6. Current zoning certificate
7. Tax collector report

**REPRESENTATION**

Any applicant that is a formal business entity registered with the Secretary of State, such as a corporation or LLC must be represented by an attorney.

An applicant that is a partnership may be represented by one of the partners or an attorney.

An applicant that is an individual may represent himself or herself or be represented by an attorney.

Persons not licensed to practice law in the State of Rhode Island, such as architects, builders, engineers, etc. may not represent any applicant.

The Zoning Board of Review, when in its opinion for reasonable cause shown, may, by vote of a majority of the Zoning Board of Review, a quorum being present, waive any of the above representation requirements.

### **FILING OF DOCUMENTS**

All documents in excess of 2 pages that any party wishes to be presented to the Board must be filed with the Board not less than 10 days prior to the hearing date. It shall be in the discretion of the Board, by a vote of the majority of the Board, whether the Board will allow or refuse to allow the filing of any document not timely filed. In the event that the Board shall allow such filing, it shall further be the discretion of the board, by a vote of the majority of the board, to continue the hearing for 1 month to allow time for the Board to review such documents. Any party filing such document shall agree that if the Board shall vote to continue the matter for 1 month to allow the review of the document, the party so filing shall agree to stipulate that he, she or it will waive any time deadlines that will expire as a result of such continuance. Failure of the party to agree will result in the refusal of the Board to permit the filing of the document.

### **MEETING**

The Chairperson shall call the meeting to order. The clerk shall take a roll call. Three members must be present for a quorum, but 5 members must be present for a vote on the application. The Chairperson will call the matters to be heard in the order in which they appear on the agenda. The Board, in its discretion, may, by majority vote, change the order in which matters shall be called for hearing.

### **PROCEDURE FOR HEARING**

The applicant shall present testimony and evidence first. The Board may question applicant or witnesses during presentation. Upon completion of applicant's presentation, persons wishing to speak in favor of application will be heard. The Board may question persons speaking.

Upon completion of applicant's and persons speaking in favor, persons opposed to the application will present testimony and evidence. The Board may question witnesses during presentation.

Upon completion of objector's presentation, the applicant will be given opportunity to respond to objector's presentation. The Board may question presenters.

Upon completion of applicant's response, the Chairperson shall request a motion to close the public hearing. Upon affirmative vote by the Board the public hearing is closed.

The Board will then discuss the application. During the Board's discussion, any person appearing on the matter, including town staff may be questioned by the Board. Only questions by a Board member and discussion will be allowed. Unless requested by the Board, no additional testimony or evidence may be presented.

After discussion, upon motion made and seconded, a roll call vote of the members or alternates sitting on the application will be taken on the approval of the application and any conditions that the Board may attach to an approval, with each voting member stating his or her reason for his or her affirmative or negative vote.

### **TESTIMONY**

All testimony and comments shall be addressed to the chairperson or Board member and shall not be directed to any other individual. To insure a fair and orderly hearing the chairperson shall:

Allow only one person to speak at a time,

Required testimony and evidence to be relevant to the issues,

Not allow any emotional displays or undignified presentations,

Require that all cross-examination or rebuttal be within reasonable limits,

Prohibit members of the public from debating or arguing with persons offering testimony.

The chairperson may require that testimony duplicating prior testimony be done by making reference to the prior testimony without repetition. The chairperson may set a time limit for each witness.

### **LAY TESTIMONY**

All witnesses shall identify themselves in state their address for the record. All witnesses shall give oath or affirmation regarding his or her testimony.

### **EXPERT TESTIMONY**

All persons presented for the purpose of giving expert testimony shall state the name, business location and their qualifications to be accepted as an expert in a particular field and shall give oath or affirmation regarding his or her testimony. The Board may question the witness regarding his or her expertise. The Board by majority vote may accept or reject the witness as an expert in the particular field.

Evidence that is offered as expert testimony in a particular field, such as a land surveyor, engineer, traffic expert, etc. must be presented by the professional that did the preparation to respond to questions from the Board members.

#### **For example:**

Surveys will require the preparing surveyor to be present.

Drainage will require the preparing engineer to be present.

Compliance with the Comprehensive Plan will require a real estate expert.

## **EXHIBITS**

During a public hearing, any witness may offer materials to illustrate or substantiate his or her testimony. These materials included writings, maps, charts, articles and the like. Each article shall be marked as an exhibit and made part of the record.

In the event of an objection to the entry of an article as an exhibit the chairperson shall determine, upon advice of legal counsel, if he or she so desires, as to whether or not the article shall be admitted as an exhibit for the record.

## **VOTING PROCEDURE**

After a public hearing has been closed and upon closing of discussion a motion shall be made and seconded to approve the application. Once the motion has been made and seconded a motion to amend and add conditions may be made and seconded.

Discussion is then held on the motion to amend, if any has been made, and a vote is taken on the motion to amend. If the motion to amend is approved the original motion, as amended, is then voted on. If the motion to amend was defeated or if there was no motion to amend the original motion is voted on.

A roll call vote shall be taken on the final motion. As each member cast his or her vote, he or she shall state the reasons for his or her affirmative or negative vote.

A vote to approve the application for relief requires 4 affirmative votes. Failure to obtain 4 affirmative votes is a denial of the application for relief.

## **TIME LIMITS**

Any petition on the agenda that has not been reached for hearing by 9:30 pm shall be continued for hearing to the next regularly scheduled Zoning Board meeting. Any petition that has been reached for hearing, but which hearing has not been concluded by 10:00pm, at the conclusion of the testimony being presented at 10:00 pm shall be continued to be concluded at the next regularly scheduled Zoning Board meeting. The Board may, by majority vote, waive any time limit.

## **RECORDING OF DECISION**

The decision of the zoning board shall be recorded in the Town Clerk's Office. The applicant shall pay a recording fee for the recording of the decision.

## RULES OF CONDUCT

ALL PERSONS WISHING TO ADDRESS THE MEETING MUST BE RECOGNIZED BY THE CHAIRPERSON BEFORE SPEAKING.

Only one person may speak at one time.

Witnesses shall not give repetitive testimony .but shall refer to the prior witness and shall state that they wish to join in that witness's testimony.

The Chairperson may set time limits on testimony.

## STANDARDS OF REVIEW

It is the applicant's burden to satisfy the standards of review required for each type of relief sought the following are a partial list of types of review and the standards that must be met by the applicant for the relief sought to be granted.

## DIMENSIONAL VARIANCE (SEE ZONING CODE SECTION 9.8 AND 9.9)

The hardship from which relief is sought;

1. Is due to the unique characteristics of the subject land or structure and not the general characteristics of the surrounding area and is NOT due to a physical or economic disability of the applicant.
2. Is not the result of any prior action of the applicant and is not primarily to realize greater financial gain.
3. Will not alter the general character of the surrounding area or impair the intent or purpose of the zoning ordinance or the comprehensive plan.
4. Is the least relief necessary?
5. If not granted the hardship will result in more than a mere inconvenience and that there will be no alternative legally permitted beneficial use of the property.

**USE VARIANCE (SEE ZONING CODE SECTION SETION 9.8 AND 9.9)**

The hardship from which relief is sought:

1. Is due to the unique characteristics of the subject land or structure and not the general characteristics of the surrounding area and is NOT due to a physical or economic disability of the applicant.

2. Is not the result of any prior action of the applicant and is not primarily to realize greater financial gain.

3. Will not alter the general character of the surrounding area or impair the intent or purpose of the zoning ordinance or the comprehensive plan.

4. Is the least relief necessary?

5. The land or structure will not yield any beneficial use if it is required to conform to the zoning ordinance.

**SPECIAL USE PERMIT (SEE ZONING CODE SETION 10.2 AND 10.2.1)**

The proposed use:

1. Is compatible with neighboring land uses.

2. Will not create a nuisance in the neighborhood.

3. Will not hinder future development of the Town.

4. Will conform to all applicable sections of the zoning ordinance.

5. Is in conformance with the purposes and intent of the comprehensive plan.

6. The land or structure will not yield any beneficial use if it is required to conform to the zoning ordinance.

**SPECIAL USE PERMIT ACCESSORY FAMILY DWELLING (IN-LAW APARTMENTS) (SEE ZONING CODE 6.6.16)**

1. Valid zoning certificate

2. Primary building only dwelling on lot.

3. Only t accessory family dwelling permitted.

4. No nonconformity or violation of town ordinances or codes exist.

5. No more than 2 bedrooms.

6. At least 1 additional parking space, not in minimum required front yard, required.

7. Must be constructed in accordance with plans approved by ZBR.

8. Must be within or attached to primary dwelling and no breeze way allowed.
9. Must not be larger than 50% of primary dwelling and must be 400 to 800 square feet.
10. Not allowed above second floor of primary dwelling.
11. Must have direct access for ingress and egress to primary dwelling and separate ingress and egress to outside.
12. Must meet all set back requirements.
13. No separate utility connections to accessory dwelling.
14. Kitchen must be 50 to 75 square feet.
15. No enlargement of primary or accessory dwelling units without prior ZBR approval.
16. Not permitted if there exists a rooming house, home occupation, pre-existing accessory family dwelling unit, 2 or multiple family dwelling.

**APPLICABLE SECTIONS OF THE WEST WARWICK ZONING CODE**

FOR DIMENSIONAL AND USE VARIANCES - SEE SECTION 9 VARIANCES

FOR SPECIAL USE PERMITS - SEE SECTION 10 SPECIAL USE PERMITS

FOR ACCESSORY FAMILY DWELLING UNITS (IN-LAW APARTMENT) - SEE SECTION 5.6.16 ACCESSORY DWELLING UNITS



**RECORDING INSTRUCTIONS FOR ALL MAPS,  
SURVEYS AND CONDOMINIUM PLATS AND  
PLANS**

*TWO* COPIES OF ALL MYLARS (MAPS, SURVEYS OR CONDOMINIUM DOCUMENTS MUST BE SUBMITTED AT TIME OF RECORDING. EVERY PAGE OF THE MYLARS TO BE RECORDED MUST BE NUMBERED

ALL MAPS AND CONDOMINIUM PLATS AND PLANS ON MYLAR MUST BE 24" X 36" IN SIZE AND MUST STATE THE TYPE OF PLANNING OR ZONING APPROVAL RECEIVED. SURVEYS MAY BE ANY SIZE BUT MUST BE ON MYLAR

ALL SUBDIVISION PLANS OR MYLARS OF ANY TYPE THAT HAVE RECEIVED ZONING AND/OR PLANNING APPROVAL MUST BE SIGNED BY THE TOWN PLANNER

ALL MAPS, SURVEYS OR CONDOMINIUM PLATS AND PLANS PREPARED BY A SURVEYOR, MUST CONTAIN THE SURVEYOR'S STAMP AND SIGNATURE AND STATEMENT THAT IT IS A CLASS 1 SURVEY.

**RECORDING OF CONDOMINIUM DOCUMENTS**

1. ALL CONDOMINIUM DOCUMENTS TO BE RECORDED, (i.e. Declaration, By- laws, Rules and Regulation, Plats and Plans, etc.) MUST BE RECORDED SIMULTANEOUSLY. RECORDING OF THE CONDOMINIUM DECLARATION WITHOUT THE RECORDING OF THE PLATS AND PLANS SIMULTANEOUSLY WILL NOT BE PERMITTED. (This does not include initial subdivision of land).

2. CONDOMINIUM PLATS AND PLANS MAY BE RECORDED AS PART OF THE DECLARATION OR ON SEPARATE MYLARS.

3. WHETHER PART OF THE DECLARATION OR ON SEPARATE MYLARS:

A. EACH PAGE OF THE PLATS AND PLANS MUST BE  
NUMBERED SEQUENTIALLY,

B. EACH PAGE OF THE PLATS AND PLANS MUST IDENTIFY WHAT  
THAT PAGE IS AND THAT IT IS PART OF THE NAMED CONDOMINIUM  
(ex. Site plan of ABC Condominium, Easements of ABC Condominium, First  
floor plan of ABC Condominium, etc.)

C. EACH PAGE OF THE PLATS AND PLANS MUST INCLUDE THE  
STATEMENT AI CERTIFY THAT THESE PLATS AND PLANS  
CONTAIN ALL THE INFORMATION REQUIRED BY R. I. G. L. 34-  
36.1-2.09" AND MUST BE MUST BE SIGNED BY THE APPROPRIATE  
PARTY (SURVEYOR OR ARCHITECT)

DOCUMENTS THAT DO NOT COMPLY WITH THE ABOVE WILL NOT BE  
ACCEPTED FOR RECORDING.