

DEVELOPMENT PLAN REVIEW CHECKLIST

Name of proposed subdivision/development: _____

Preparer: _____

Phone Number: _____

Email: _____

Date of Application: _____

Plat and Lot Number(s) of the land being subdivided/developed: _____

<hr/> Date Received / Initials

[A COPY OF ALL PLANS AND SUPPORTING DOCUMENTS SHALL BE SUBMITTED IN DIGITAL FORM (PDF). APPLICATIONS WILL NOT BE CONSIDERED SUBMITTED FOR REVIEW OF COMPLETENESS UNTIL BOTH DIGITAL AND PAPER SUBMISSIONS ARE RECEIVED.]

INSTRUCTIONS

[Please refer to the submission requirements for Major Subdivision/Land Development project for additional information in completing your application.] All plans required by this checklist shall show the following information (as applicable). The shaded boxes within the checklist indicate an item is **not** required at a particular stage of review. If any checklist items are marked as not applicable (NA) please provide an explanation as to why the item is not applicable in the space provided at the end of each section of the checklist.

For the LOCATION column please provide the location of the specific checklist item. This can be a plan sheet number or the name of the supporting document/page.

For items required at the pre-application and master plan stage of review, conceptual design and approximate locations of required checklist items is acceptable. For items required at the preliminary and final stage of review, engineered design and proposed final locations of required checklist items shall be provided, with certification by registered Professional Engineer where required. The [Administrative Officer] can provide further guidance on specific checklist items.

*Review Codes are for administrative use only and are to be entered by the Administrative Officer:
Item Confirmed – Yes, No, Partial, or NA*

Please check the applicable stage of review for the submission

Project Type: <input type="checkbox"/> Administrative DPR <input type="checkbox"/> Formal DPR	Stage of Review: <input type="checkbox"/> Administrative (AD) <input type="checkbox"/> Preliminary (PR) <input type="checkbox"/> Final (F)
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FORMS AND DOCUMENTS

A	AD	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE	
1.				Project Review Application Cover Sheet __ [#] Copies		
2.				Project Team Form __ [#] Copies		
3.				A notarized letter from the property owner(s) stating that the applicant has been granted the authority to proceed with the application with the owner(s) permission and consent		
4.				Purpose statement		
5.				Application Cover Sheet		
				<i>[Insert any other locally required elements]</i>		
Checklist Item #		Applicant Comments on Required Forms/Documents:				
Checklist Item #		Reviewer Comments on Required Forms/Documents:				

GENERAL INFORMATION (*to be provided on plan sheets)

B	AD	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				*Name of the proposed project		
2.				*Plat and lot number(s) of land being developed		
3.				*Address/Location of the proposed development		
4.				Name and address of the applicant(s)		
5.				Name and address of property owner(s)		
6.				*Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans		
7.				*Date of plan preparation and all revision date(s), if any		
8.				*True north arrow and graphic scale		
9.				Site plan legend (all items displayed on site plans shall be symbolized in a legend)		
10.				*Relevant references to deeds and recorded plans		
11.				*List of sheets contained within the plan set		
12.				*Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable		
13.				Names, addresses and Plat/Lot identified of abutting property owners and property within 200' of the parcel(s)		
14.				FEMA Flood Plain Map, show the entire parcel		
15.				Site and/or environmental analysis [INSERT LOCAL SECTION REFERENCE]		
16.				<i>[Insert any other locally required elements]</i>		

B	AD	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
17.						
18.						

EXISTING CONDITIONS PLAN(S)

C	AD	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				A general location map showing the relationship of the development parcel(s) of the area within a half-mile radius		
2.				Certification by a RI Registered Land Surveyor that a perimeter study of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information		
3.				Location of known existing easements and rights-of-way within or adjacent to the subdivision/development parcel(s)		
4.				Location of any existing street, driveways, farm roads, woods roads, and/or trails that have been in public use (pedestrian, equestrian, bicycle, etc.) within and adjacent to the subdivision/development parcel(s)		
5.				Zoning district(s) of the land being developed, with zoning boundary lines shown if there is more than one district		
6.				District Dimensional Regulations of the subdivision/development parcel(s)		
7.				Existing contours at intervals at a minimum of five (5) feet		
8.				Base flood elevation data; use the North American Vertical Datum of 1988 (NAVD 88)		
9.				Location of soil contaminants present on the subject parcel		
10.				Location of wetlands, watercourses or coastal features within and adjacent to the parcel(s), including buffer areas as defined by RIDEM for wetlands		
11.				Location of wooded areas and areas of active agricultural use		
12.				Boundaries of applicable watersheds for the parcel(s)		
13.				Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls		
14.				Location and size of existing buildings or significant above-ground structures, including stone walls, on parcels immediately adjacent to the subdivision/development parcel(s)		
15.				Location, size, and type of all known, existing above and below ground utilities, including sewer, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be present on the site or within the right of way along the property frontage		
16.				Location of any significant natural or cultural features, include historic cemeteries and access, within or adjacent to the parcel(s)		
17.				Notation indicating that the subdivision/development parcel(s) (or existing structures) are located or not located within the following areas of special concern:		

C	AD	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				a. Natural Heritage Areas, as defined by RIDEM b. The area(s) under the jurisdiction of any Special Area Management Plan (SAMP) of RI CRMC c. A Groundwater Protection Overlay District d. A Wellhead Protection Area e. Groundwater Recharge Area f. Areas within a TMDL watershed, as identified by RIDEM g. OWTS Critical Resource Area, as defined by RIDEM h. A Drinking Water Supply Watershed, as defined by RIDEM i. National Register of Historic Places		
				<i>[Insert any other locally required elements]</i>		

PROPOSED CONDITIONS PLAN(S)

D	AD	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Boundaries and total area of any land classified as "unsuitable for development"		
2.				Proposed structure(s) and other site improvements with dimensions or area indicated for a multi-family, commercial or industrial subdivision/development and total lot coverage		
3.				Proposed streets, if any, with accurate areas and dimensions		
4.				Any proposed on- and/or off-site improvements including streets, access drives, loading areas, parking areas, sidewalks, pedestrian areas, and bicycle parking and/or paths		
5.				Final traffic plan; include vehicular access sites showing the dimensions and location of roads, driveways, curb cuts, radii, parking as well as other off-site traffic improvements		
6.				Designated trash collection area(s)		
7.				Certification by a RI Registered Land Surveyor that a perimeter study of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information		
8.				Proposed location, size, and type of all above ground and underground utilities servicing the property, including wastewater, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be required for site development		
9.				Proposals, if any, for connection with existing sanitary sewer systems, or a notation that OWTS is proposed		
10.				Designs of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer for final plans		
11.				Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable		

D	AD	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
12.				Limits of disturbance/work relative to on-and off-site improvements and infrastructure installation		
13.				Proposed grading plan(s) to show contours at sufficient detail (2-foot intervals) for all on and off-site street construction, drainage facilities, and individual house lots, stamped by a licensed Professional Engineer for final plans		
14.				Landscape plan(s), to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations		
15.				Notation of any special conditions as required by the Preliminary Plan approval		
16.				Proposed measures to minimize impacts to the natural topography of the site using the Low Impact subdivision (LID) Site Planning & Design Guidance Manual		
				<i>[Insert any other locally required elements]</i>		

E. SUPPORTING MATERIALS

E	AD	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Copies of an aerial photograph or satellite image vicinity map drawn to a measurable scale as necessary to show the relationship of the subdivision/development parcel(s) to the area within a half-mile radius, identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations, and other significant public facilities		
2.				Renderings, elevations or photographs as may be needed to illustrate the visual impact of a proposed multi-family, commercial or industrial subdivision/development		
3.				A narrative report or written statement including: <ul style="list-style-type: none"> a. A general description of the existing physical environment and existing use(s) of the property; b. A general description of the use(s) and type(s) of development proposed; c. A general statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed development, including consideration of existing conditions and significant site features; d. A general analysis of soil types and suitability for the development proposed; and e. A general viewshed analysis, showing the location and extent of significant views both from and within the proposed development parcel(s), as well as anticipated views into the property from adjacent public or private streets and properties. 		

E	AD	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
4.				A written, signed statement indicating the specific sections of the Regulations from which waiver and/or modification is requested; or a written signed statement indicating that no waivers and/or modifications are being requested		
5.				For developments with freshwater wetlands present on the subdivision parcel(s), copies of either: a. An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or b. A letter of non-jurisdiction from RIDEM		
6.				If no freshwater wetlands and/or wetland buffers are depicted within the plan set, copies of an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision/development parcel(s)		
7.				Either, copies of: a. An affidavit signed by a qualified professional stating that there are no coastal features and/or buffer areas adjacent to or within the subdivision/development parcel(s); or b. A Preliminary Determination, including coastal feature verification, from the Coastal Resources Management Council		
8.				For developments proposing service by public water, copies of a written statement from the appropriate water company or district that the proposed plan, with plan revision date indicated, has been reviewed and which provides: a. Confirmation that water service is available; b. Approval of connection to the existing water main as depicted on the plan; and, If extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan		
9.				For subdivisions/developments proposing service by public sewer, copies of a written statement from the [CITY/TOWN DPW Department] that the proposed plan, with plan revision date indicated, has been reviewed and which provides: a. Approval of connection to the existing sewer main as depicted on the plan; and b. If extension is proposed, approval of extension of the sewer main as depicted on the plan		
10.				For developments proposing service by OWTS(s), copies of a permit issued by RIDEM.		
11.				Written comments on the Plans, by the following as required (provided by Admin. Officer): _____ Building/Zoning Official Date _____ _____ Planning Commission Date _____ _____ Technical Review Committee Date _____ _____ Director of Public Works Date _____ _____ Department of Health Date _____		

E	AD	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				___ Fire Department Date _____ ___ Conservation Commission Date _____ ___ Police Department Date _____ ___ School Department Date _____ Other (specify below) _____ Date _____ Adjacent Communities _____ Date _____		
12.				Copies of drainage calculations, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system		
13.				A traffic study, if required, prepared by a traffic engineer regarding the potential impact of the proposed development on neighboring properties and roads; include all means of vehicular access to and from the site onto public streets showing driveways, curb cuts, radii, parking as well as other offsite traffic improvements necessary to ensure public safety and convenience, if required.		
14.				Copies of any RIDEM stormwater or other general construction permits that are required, or an affidavit, signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required		
15.				"Tax Certificate" from the Tax Collector showing that all taxes due on the parcel being subdivided have been paid to date and there are no outstanding municipal liens of the parcel		
16.				Written confirmation and/or permits from any additional required federal, state, or local agencies		
17.				Determination letter from the Building Official or designee if a Soil Erosion Sediment Control Plan is required		
18.				Written report of Phase I Environmental Site Assessment and Phase II, if indicated		
19.				Written report and approval from RIDEM of an Environmental Site Assessment Phase III (Remediation Plan) if required		
20.				Final copies of an irrevocable offer to convey to the [CITY/TOWN] all public streets and/or other public improvements, accompanied by a metes and bounds description		
21.				For developments proposing new physical access to a State right-of-way a letter evidencing the issuance of such a permit upon the submission of a bond and insurance ¹		
22.				Location, type, intensity and direction of illumination of all outdoor lighting fixtures.		

¹ RIGL §45-23-39(d)(1)(v) states that for a state permit from the Rhode Island department of transportation, a letter evidencing the issuance of such a permit upon the submission of a bond and insurance is sufficient, but such actual permit shall be required prior to the issuance of a building permit.

E	AD	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
23.				Floor plans and building elevations showing exterior building design, materials, colors and height.		
24.				Location, type and density of land uses that will be in the development.		
25.				Renderings as needed to illustrate the visual impact on abutting properties.		
26.				Signage including location, size, design and illumination.		

F. DESIGN REQUIREMENTS

A	AD	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE	
6.				Project Review Application Cover Sheet __ [#] Copies		
7.				Project Team Form __ [#] Copies		
8.				A notarized letter from the property owner(s) stating that the applicant has been granted the authority to proceed with the application with the owner(s) permission and consent		
9.				Purpose statement		
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G. FEES

F	AD	PR	F	REVIEW CODE
1.				Filing fee: \$ __
2.				Escrow, if required: \$ ____
3.				

Signature of Applicant: _____

Signature of Professional Land Surveyor /Engineer: _____

Registration Number: _____

Signature of reviewer: _____

Date of Review: _____