

MINOR SUBDIVISION OR LAND DEVELOPMENT 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 style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> 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 Minor 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 and page.

For items required at the pre-application stage of review, conceptual design and approximate locations of required checklist items is generally 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"/> Minor Subdivision <input type="checkbox"/> Minor Land Development	Stage of Review: <input type="checkbox"/> Pre-Application (PA) <input type="checkbox"/> Preliminary Plan (PR) <input type="checkbox"/> Final Plan (F)
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A. FORMS AND DOCUMENTS

A	PA	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE	
A.				Project Review Application Cover Sheet __ [#] Copies		
B.				Project Team Form __ [#] Copies		
C.				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		
D.				Purpose statement		
E.				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:				

B. GENERAL INFORMATION (*to be provided on plan sheets)

B	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				*Name of the proposed subdivision/land development project		
2.				*Plat and lot number(s) of land being subdivided/developed		
3.				*Address/Location of Subdivision or 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.				Names and addresses of adjoining communities or agencies requiring notification under these regulations		
15.				FEMA Flood Plain Map, show the entire parcel		

B	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
16.				Site and/or environmental analysis [INSERT LOCAL SECTION REFERENCE]		
17.				<i>[Insert any other locally required elements]</i>		
18.						
19.						

C. EXISTING CONDITIONS PLAN(S)

C	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				A general location map showing the relationship of the parcel to the area within a half-mile radius, provide an aerial photograph or satellite image clearly depicting the subject parcel		
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.				District Dimensional Regulations of the subject parcel		
4.				Density calculations based upon the exclusion of unsuitable land from the total land area of the subject parcel, include the total acreage, the acreage of unsuitable land and the resulting total number of units allowed by right		
5.				Dimensions and total area of the subject parcel, and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subject parcel		
6.				Existing contours at intervals at intervals of ten (10) feet		
7.				Existing contours at intervals at a minimum of two (2) feet		
8.				Base flood elevation data; use the North American Vertical Datum of 1988 (NAVD 88)		
9.				Plat and lot numbers of all abutting property and property within 200' of the subject parcel		
10.				Boundaries and notation of the soil types classifications for the entire area of the subdivision parcel(s)		
11.				Location of soil contaminants present on the subject parcel		
12.				Location of Phase III Remediation Plan area, if required by RIDEM		
13.				Location of wetlands, watercourses or coastal features within and adjacent to the parcel(s), including buffer areas as defined by RIDEM for wetlands		
14.				If no wetlands or coastal features are depicted within the plan set, an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision/development parcel(s)		
15.				Notation of existing ground cover with approximate location of wooded areas and areas of active agricultural use		

C	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
16.				Identification of areas containing prime agricultural soils and farmland soils of statewide importance, or if no such soils are present on the site, a notation indicating such		
17.				Determination if the proposed development or subdivision lies within any area designated by the town or state for purposes of environmental protection or natural or cultural resource protection, such as: <ul style="list-style-type: none"> 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. Wellhead Protection Area e. Groundwater Recharge Area f. Areas within a TMDL watershed, as identified by RIDEM g. An OWTS Critical Resource Area, as defined by RIDEM h. A Drinking Water Supply Watershed, as defined by RIDEM i. National Register of Historic Places 		
22.				Location of known existing easements and rights-of-way within or adjacent to the subdivision/development parcel(s), including streets, driveways, farm roads, woods roads, and/or trails that have been in public use		
18.				Location, width, classification, and names of existing public, private, and paper streets within and adjacent to the subdivision/development parcel(s)		
19.				Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls, on the subdivision/development parcel(s)		
20.				Location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the subdivision/development parcel(s)		
21.				Location, size, and type of all known, existing above and below ground utilities, including sewer, OWTS, wells, 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		
22.				Location of any unique and/or historic features within or adjacent to the subdivision/development parcel(s), including stone walls, historic cemeteries and access, or, if none, a notation indicating such		
23.				Accurate location of any unique natural features present on the site, including but not limited to significant specimen trees, or if none, a notation indicating such		
33.				Relevant references to deeds and recorded plans		
Checklist Item #				Applicant Comments on Required Items:		
Checklist Item #				Reviewer Comments on Required Items:		

C	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE

D. PROPOSED CONDITIONS PLAN(S)

D	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Location, size, and use/type of proposed buildings and structures, including proposed number of residential units per building, if applicable, and include all accessory structures and total lot coverage		
2.				Proposed buildings and other site improvements for a commercial or industrial development, include building setback lines and lot coverage		
3.				Proposed lots with dimensions and areas indicated, include all interior lot lines, building setback lines and street lines with dimensions indicated and drawn so as to distinguish them from existing lot line		
4.				Boundaries and total area of any land classified as "unsuitable for development"		
5.				Proposed connection with existing public water supply and sewer system or on-site wells and sewage disposal		
6.				If proposed, plan and profile design information for any extension of public or private utility infrastructure		
7.				Concept measures to minimize impacts to the natural topography of the site using the Low Impact Development (LID) Site Planning & Design Guidance Manual		
8.				Any proposed on- and /or off-site improvements including streets, access drives, loading areas, parking areas, sidewalks, and bicycle paths, include profiles and typical cross-sections		
9.				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		
10.				If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM		
11.				Location and dimensions of proposed easements and rights-of-way within the development parcel(s), or those to be acquired adjacent to the development parcel(s) as maybe necessary		
12.				Location, dimension, monumentation, and proposed use of any area(s) proposed to be set aside as open space, if any		
13.				Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable		

D	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
14.				Limits of disturbance/work relative to on-and off-site improvements and infrastructure installation		
15.				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, certified by a RI registered Professional Engineer for final plans		
16.				Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, drainage calculations, extension of existing lines, and configuration, prepared by a Registered Professional Engineer		
17.				Landscape plan(s), maintenance plan and tree preservation plan, 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, signed by a licensed Landscape Architect for final plans		
18.				Certification by a RI Registered Professional Engineer that the Proposed Conditions Plan is correct		
19.				Any revisions to the proposed conditions required by the Preliminary Plan approval		
20.				Notation of any special conditions/documents received as required by the Preliminary Plan approval		
21.						
Checklist Item #				Applicant Comments on Required Items:		
Checklist Item #				Reviewer Comments on Required Items:		

E. PROJECTS WITH STREETS/ROADWAYS

If your project proposes to extend or create a roadway, please complete this section. If your project does not propose to extend or create a roadway, you may skip this section.

E	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure, and proposed street names		
2.				Roadway design plan(s) and profile(s), including existing and proposed elevations and typical cross-sections and paved		

E	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				(impervious) areas delineated on the appropriate plans, including all pedestrian facilities		
3.				Notation as to whether the proposed street extension or creation is to be private or public		
4.						
Checklist Item #				Applicant Comments on Required Items:		
Checklist Item #				Reviewer Comments on Required Items:		

F. SUPPORTING MATERIALS

F	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Renderings, elevations or photographs as may be requested to illustrate the visual impact of the proposal for subdivision/development		
2.				Copies of an aerial photograph or satellite image vicinity map drawn to a measurable scale as necessary to show the relationship of the subject 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		
3.				Proposed zoning relief or waiver required /requested, if requesting a zoning waiver		
4.				Determination letter from the Building/Zoning Official		
5.				Copy of the Deed/Title to the subject parcel, if requested		
6.				Written confirmation from the RIDEM Office of Water Resources that the stormwater management plans of the proposed subdivision/development including any required off-site construction, have been reviewed and approved for site alteration		
7.				Written report of Phase I Environmental Site Assessment		
8.				Phase II Environmental Site Assessment, written report if indicated		
9.				For subdivisions/developments proposing service by OWTS(s), copies of an On-Site Wastewater Treatment System permit issued by RIDEM confirming soil suitability or OWTS permits for individual lots.		
10.				Written report and approval from RIDEM of an Environmental Site Assessment Phase III (Remediation Plan) if required		
11.				Copies of 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; 		

F	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				<ul style="list-style-type: none"> b. A general description of the use(s) and type(s) of subdivision/development proposed; c. A general statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed subdivision/development, including consideration of existing conditions and significant site features; d. An estimate of the approximate population of the proposed subdivision/development, if any; e. An estimate of the number of school-aged children to be housed in the proposed subdivision/development, if any. f. A general analysis of soil types and suitability for the subdivision/development proposed; g. A statement of the potential fiscal impacts of the subdivision/development on Town expenses and revenues; h. A description of proposed phasing, if any. 		
12.				<p>Either, copies of:</p> <ul style="list-style-type: none"> 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 		
13.				Copies of drainage calculations, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system		
14.				<p>Written comments on the Plans, by the following as required (provided by Admin. Officer):</p> <p> <input type="checkbox"/> Building/Zoning Official Date _____ <input type="checkbox"/> Planning Commission Date _____ <input type="checkbox"/> Technical Review Committee Date _____ <input type="checkbox"/> Director of Public Works Date _____ <input type="checkbox"/> Department of Health Date _____ <input type="checkbox"/> Fire Department Date _____ <input type="checkbox"/> Conservation Commission Date _____ <input type="checkbox"/> Police Department Date _____ <input type="checkbox"/> School Department Date _____ Other (specify below) _____ Date _____ Adjacent Communities _____ Date _____ </p>		
15.				Copies of all legal documents; legal description of property, proposed easement and rights-of-way, dedications, restrictions or other required legal documents including but not limited to covenants or Homeowners Association, Stormwater Management		

F	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				Plan, Landscaping Maintenance Plan, a deed conveying open space or offer of street dedication		
16.				Written confirmation and/or permits from any additional required federal, state or local agencies		
17.				Final utilities plan stamped by a licensed Professional Engineer; include the extension and location of gas, electric, water/wells, sewer/OWTS, signage or other proposed utilities as applicable		
18.				"Tax Certificate" from the Tax Collector showing that all taxes due on the parcel being developed have been paid to date and there are no outstanding municipal liens on the parcel		
19.				Soil Erosion and Sediment Control Plan		
20.				Draft copies of the metes and bounds description(s) and warranty deed(s) for all proposed public roadways and/or lands proposed to be dedicated to the Town for open space purposes, if any, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval		
21.				Copies of an estimate of the cost of installation of all on- and off-site improvements, including landscaping, prepared by a Registered Professional Engineer		
22.				Written approval (assent agreement) from the RI Coastal Resources Management Council of the proposed development or subdivision if the subject parcel has coastal shoreline, including any required off-site construction		
23.				For subdivisions/developments with freshwater wetlands present on the parcel(s), copies of either: <ul style="list-style-type: none"> a. An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or b. A letter of non-jurisdiction from RIDEM 		
24.				For subdivisions/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: <ul style="list-style-type: none"> 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		
25.				For subdivisions/developments proposing service by public sewer, copies of a written statement from the Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which provides: <ul style="list-style-type: none"> a. Confirmation that sewer service is available; b. Approval of connection to the existing sewer main as depicted on the plan; and If extension is proposed, approval of extension of the sewer main as depicted on the plan		

F	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
26.				For subdivisions/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		
27.				Traffic study performed by a RI Licensed Engineer (as applicable)		
28.				Location, type, intensity and direction of illumination of all outdoor lighting fixtures.		
29.				Signage including location, size, design and illumination.		
30.				Floor plans and building elevations showing exterior building design, materials, colors and height.		
31.				Location, type and density of land uses that will be in the development.		
Checklist Item #				Applicant Comments on Required Items:		
Checklist Item #				Reviewer Comments on Required Items:		

F. FEES

	PA	PR	F		Received?
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: _____

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.