

**DEVELOPMENT PLAN REVIEW CHECKLIST
REQUIRED ITEMS**

(1) Applicants shall submit:

- Five (5) blueelines or photocopies at a scale of 1" = 40' with a sufficient number of sheets (sequentially numbered) to clearly show all of the information required (minimum size of 8.5"x11"; maximum size of 18" x 24")
- Ten (10) reduced copies of all plans (minimum size of 8.5" X 11"; maximum size of 11" X 17")
- Upon DPR approval, one (1) reproducible mylar

(2) All Plans shall conform to the Procedural & Technical Standards For the Practice of Land Surveying in the State of Rhode Island and Providence Plantations, as prepared by the RI Society of Professional Land Surveyors, Inc, as amended. Plans shall meet the minimum requirements for a:

- Class I Survey
 Class II Survey
 Class III Survey
 Class IV Survey
 N/A

(3) All plans must include:

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| <ul style="list-style-type: none"> • Name and address of property owner or applicant • Date Plan was prepared, and revision dates (if any) • Graphic Scale (1"=40' or larger) & North Arrow • Assessor's Plat & Lot numbers and Zoning district(s) | <ul style="list-style-type: none"> • Name, address and phone number of preparer, with stamp of registration • Signature Block • Legend showing all symbols • Perimeter boundary lines of subject property |
|--|---|

SITE PLAN

Initial & date
(staff)

- | | |
|--|--|
| <input type="checkbox"/> Vicinity or Locus Map | |
| <input type="checkbox"/> Existing Structures
Location, size and proposed use of existing buildings and structures on the property, including historic designation, if any | |
| <input type="checkbox"/> Proposed Structures
Location and size of proposed buildings and structures, including the designation and area in square feet of each proposed use within the structure and total number of proposed seats indoor/outdoor | |
| <input type="checkbox"/> Elevation
Elevations showing all sides of new structures, or existing structures where any changes are proposed, with a description of the materials to be used in any such structures | |
| <input type="checkbox"/> Parking
Location, dimension and number of existing and proposed parking spaces; handicapped parking spaces; vehicular drives and curb cuts; loading areas and total square footage of parking area (stalls & aisles) | |
| <input type="checkbox"/> Circulation
Location of any existing and/or proposed sidewalks and pedestrian, bicycle and vehicular connections to adjacent parcels | |
| <input type="checkbox"/> Improvements
Cross section and profiles of any proposed impervious surface construction, if intended as a public improvement | |
| <input type="checkbox"/> Signage
Location of any existing and/or proposed outdoor signs, and specifications and photographs and/or renderings of all proposed signs | |
| <input type="checkbox"/> External Lighting
Location of any existing and proposed external lighting | |
| <input type="checkbox"/> Solid Waste
Location of existing and proposed solid waste facilities, including dumpsters, and location of all screening | |
| <input type="checkbox"/> Legal/Permits
Notation of any special conditions of approval imposed by the Zoning or Planning Board, and any permits and agreements with state or federal agencies | |

SUPPORTING MATERIALS

- | | |
|---|--|
| <input type="checkbox"/> Legal Documents.
Two signed copies of any required legal documents including proposed easements and rights-of way, dedications, restrictions, or other required legal documents, including, but not limited, to conservation easements, homeowners' association documents, and the like. | |
| <input type="checkbox"/> Construction Schedule
Identifying expected start and finish times for major construction tasks | |

DEVELOPMENT PLAN REVIEW CHECKLIST
ADDITIONAL ITEMS

These items MAY be required for review. During the pre-application meeting the Administrative Officer will determine which, if any, of the following items must be submitted.

<u>PLANS</u>	Required? (staff)	Submitted- Initial & date (staff)
<input type="checkbox"/> Certification Certification by a Registered Land Surveyor and/or Registered Professional Engineer	Y N	
<input type="checkbox"/> Property Lines & Easements Location and dimensions of existing property lines, easements, reservations and rights-of-way within or abutting the subject property.	Y N	
<input type="checkbox"/> Proposed Easements Location and notation of type of proposed easement(s) or existing easement(s) to remain, with accurate dimensions and areas indicated	Y N	
<input type="checkbox"/> Streets Location, width and names of existing streets abutting the proposed property	Y N	
<input type="checkbox"/> Utilities Location of all existing utilities (electric, water, sewer, gas); including, but not limited to, abandoned wells and individual sewage disposal systems with a notation as such	Y N	
<input type="checkbox"/> Zoning Setbacks and Lot coverage computations in accordance with the Zoning Ordinance	Y N	
<input type="checkbox"/> Topography Existing contours with intervals of two (2) feet and finished grade shown as solid lines (notation if no changes to contours are proposed, or where changes are proposed)	Y N	
<input type="checkbox"/> Wetlands Location of any wetlands, watercourses or their buffers (perimeter wetlands), as determined by a RIDEM qualified biologist (in accordance with RIDEM regulations)	Y N	
<input type="checkbox"/> Flood Zone Notation as to the flood zone of the subject property	Y N	
<input type="checkbox"/> Trees Location of wooded areas with a notation of existing trees with a twelve inch (12") or larger caliper, if any	Y N	
<input type="checkbox"/> Significant Features Location of significant existing natural and man-made environmental features including rock outcrops and stone walls	Y N	
<input type="checkbox"/> Historic cemeteries Location of historic cemeteries on, or immediately adjacent to, the subject property	Y N	
<input type="checkbox"/> Land for dedication The location, dimension and area of any land proposed to be set aside as open space, or drainage, or conveyed to the Town for public purposes	Y N	
<input type="checkbox"/> Permits Notation of any permits and agreements with State and Federal Reviewing agencies	Y N	
<input type="checkbox"/> Utility Plan Showing location and descriptive notations necessary to locate all water lines, sewer lines, storm drainage lines, underground lighting and communication liens, trees and facilities appurtenant thereto.	Y N	
<input type="checkbox"/> Landscape Plan (with stamp of Rhode Island Landscape Architect)	Y N	
<input type="checkbox"/> Soil Erosion & Sediment Control/Stormwater Pollution Prevention Plan	Y N	
<input type="checkbox"/> Drainage/Stormwater Management Plan	Y N	
<u>SUPPORTING MATERIALS</u>		
<input type="checkbox"/> Deed Copy of the current deed	Y N	
<input type="checkbox"/> Title Certificate A title certificate certifying any encumbrances, easements, and/or restrictions	Y N	

**DEVELOPMENT PLAN REVIEW CHECKLIST
OTHER APPROVALS**

If the project requires any of the following reviews or approvals, a copy of the pertinent approval shall be submitted.

APPROVAL/PERMIT	Initial & Date (staff)
<input type="checkbox"/> Soil Erosion and Sediment Control/Construction Site Runoff Control (<i>Middletown DPW</i>) Written confirmation from the Building Official or designee that the proposal has an approved Plan in accordance with Town Code Chapter 151 – Soil Erosion and Sediment Control/ Construction Site Runoff Control.	
<input type="checkbox"/> Drainage/Stormwater Management (<i>Middletown DPW</i>) Written confirmation from the Director of Public Works that the proposal has an approved Stormwater Management Plan in accordance with Town Code Chapter 153 – Stormwater Management Ordinance.	
<input type="checkbox"/> Freshwater Wetlands (<i>RI Department of Environmental Management - RIDEM</i>) 1) Written confirmation from the RIDEM that development plans, including any required off-site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration, or that approval has been granted for the proposed site alteration <p align="center">or</p> 2) Affidavit signed by a qualified professional (having minimum qualifications as described by the RIDEM Department of Freshwater Wetlands) stating that there are no freshwater wetlands or wetland buffers (perimeter wetlands) present on the subject property (in accordance with RIDEM Wetland Regulations)	
<input type="checkbox"/> Coastal Wetlands (<i>Coastal Resources Management Council – CRMC</i>) Preliminary determination from the CRMC if the property is subject to the jurisdiction of this agency	
<input type="checkbox"/> Physical Alteration Permit (<i>RI Department of Transportation – RIDOT</i>) A Physical Alteration Permit (PAP) issued by the RIDOT for any connection or construction work within a state highway or state right-of-way	
<input type="checkbox"/> Water Availability (<i>Newport Water Department</i>) 1) A copy of the water service contract covering the installation of water service <p align="center">or</p> 2) Written confirmation that a contract has been executed or will be executed upon approval of the Planning Board (a copy of the executed contract must be submitted to the Planning Board prior to recording the plan)	
<input type="checkbox"/> Wastewater (<i>Middletown DPW or RIDEM</i>) 1) Written confirmation from the Middletown Department of Public Works certifying that the development can tie into the Middletown Sewer Service, <p align="center">or</p> 2) RIDEM Preliminary Subdivision Suitability Report or water table verification within the proposed development are suitable for the safe and proper operation of the ISDS	
<input type="checkbox"/> Development Impact Statement & review fee (Zoning Ord. Section 310)	
<input type="checkbox"/> If applicable , documentation indicating that the applicant company exists and is in good standing with the State of Rhode Island.	