

MAJOR SUBDIVISION CHECKLIST

MASTER PLAN CHECKLIST

Contents of Master Plan

At least eight (8) copies of the following material, drawn at a suitable scale, shall be filed for the Master Plan Review.

- Aerial photograph, or print thereafter, of the area to be subdivided and the surrounding area.
- Vicinity plan showing the property to be subdivided, whether immediate or in the future stages, and all property and streets within a one-half (1/2) mile radius of the perimeter of the property to be subdivided.
- Topographic map of the area, identifying natural drainage patterns, existing storm water drainage facilities, base flood elevation, if applicable, and the location of any wetlands.
- Soil map and description of the physical properties of soils on the property being subdivided, and their limitations for the type of development being proposed.

At least eight (8) copies of the following:

1. Base Map – Subdivision plan at a suitable scale showing the following:

- Name of Subdivision.
- Date of plan preparation with revision dates.
- Name and address of property owner(s) and applicant.
- Name of designer, engineer or land surveyor, with stamp of registration.
- North arrow and graphic scale.
- Tax Assessor's designation of land being subdivided.
- Boundary lines of the subdivision.
- Property lines of all lots abutting, or across the street from, the perimeter of the lot proposed to be subdivided, and the names of the property owners and lot/plat indicated thereon.
- Zoning district(s) of the land being subdivided and of all abutting properties.
- Location of existing and proposed public rights-of-way and/or easements.
- Land area of the subject parcel.
- Names of abutting property owners and property owners immediately across any adjacent streets.
- The location of existing streets, railroads, rights-of-way, easements, utilities, cemeteries and lot lines.

- ❑ Existing topography at intervals of no greater than two (2) feet.
- ❑ Base flood elevation line, or floodway encroachment lines, if applicable.
- ❑ Location of any significant natural features such as fresh or salt water wetlands, wooded areas, rock outcrops, cultivated land, beaches, etc.
- ❑ Location of any existing structures, embankments, stone walls or any other significant physical features which may have an effect upon development of the land, including such features on adjacent land.
- ❑ Proposed location and dimensions of street, property lines, open spaces, easements, utilities, drainage facilities, and other development which would indicate satisfactory compliance with the requirements of these Rules and Regulations.
- ❑ Plan and profile sketches shall be on the same sheet with the plan view above and the profile view directly below, matched to the plan view.
- ❑ Sketch Profiles of all proposed streets in the subdivision plus all existing streets in the vicinity where necessary, to show relationship with proposed streets
- ❑ Sketch Profiles of all proposed sanitary sewers in the subdivision, if such are planned, with description of types.
- ❑ Pre-Application meeting with Town Planner, Public Works Director, Fire Chief and other required agencies/commissions held on _____.

(date)

- ❑ Comments/recommendations from the Public Works Director, Chiefs of the Fire and Police Departments and other town officials, as appropriate.
- ❑ Parcels of land proposed for dedication to the Town of Middletown, the State of Rhode Island or other public, quasi-public, non-profit organization or homeowner's association.
- ❑ If used for the determination of the base number of lots, a yield plan showing a conventional subdivision for the site conforming to the zoning requirements of the lot(s) being subdivided.

2. **Site Analysis Map.** At least ten (10) copies at a suitable scale to show at a minimum, the information listed below. Such information may be indicated on more than one plan.

- ❑ Topography & Slopes
 - Topography with contour lines at 10' interval, or more detailed if necessary
 - Slope map with slopes grouped according to development suitability
 - Existing drainage and drainage structures.
- ❑ Natural Resource Inventory
 - Name and location of surface watershed and subwatershed boundaries, water quality classification and existing condition of nearest surface water(s)
 - Groundwater aquifers, recharge areas and wellhead protection areas, water table;

- State-designated Natural Heritage Sites, wildlife habitat and fish presence in streams that could be affected by nearby development
- Unfragmented forest tracts
- Prime farmland soils
- Areas in active farm use, with annotations for cropland, pasturage, orchard, etc.
- Large trees, shrubs, or other significant vegetation,
- State, regional, or community greenways and greenspace priorities
- 100-year floodplains as shown on federal flood protection maps..
- ❑ Cultural Resource Inventory
 - State or locally-designated historic sites, districts, cemeteries or landscapes
 - Archaeological sites, scenic road corridors and state-designated scenic areas
 - Location of stone walls, structures, outbuildings, roads or trails and other historic features on the parcel
- ❑ Recreational Resource Inventory
 - Existing hiking, biking, and bridle trails within and adjacent to site;
 - Boat launches, lake and stream access points, beaches and water trails
 - Existing play fields and playgrounds within and adjacent to the site.
- ❑ Utilities & Infrastructure (if available)
 - Size and location of public water lines
 - Size and location of public sewer lines
 - Gas service
 - Electrical service
 - Telephone, cable, and other communication services
 - Width and surfacing material of existing road(s) at access points

3. **Site Context Map** –A 1997 RIGIS orthophoto, or more recent aerial photograph if available, showing the area within one (1) mile of site at a scale of 1” = 400’ or 1” = 500’, showing the following:

- ❑ Parcel boundary outline
- ❑ Topography (10’ contours)
- ❑ Public drinking water supply watersheds
- ❑ Groundwater aquifers
- ❑ Surface Waters
- ❑ Wetlands
- ❑ Conservation & recreation land

- Additional items requested at Pre-Application:

5. Potential Conservation Areas

- Non-buildable areas
 - Wetlands and vernal pools (mapped in blue/green)
 - Surface waters (mapped in blue)
 - State-regulated wetland setbacks (mapped in dark blue/green)
 - Ledge/outcrops (mapped in brown)
 - Slopes greater than 25% (mapped in orange)
 - Existing utility easements and power line right-of-ways
 - Hydric soils (mapped collectively in red cross-hatching).
 - Existing land restrictions such as utility easements, power line right-of-ways, etc.
- Partially Constrained Areas
 - Slopes between 15-25% (mapped in yellow)
 - 100-yr flood plains (mapped with blue cross-hatching)
 - Soils with seasonal high water table less than 3.5 feet or slowly permeable “hardpan” soils (mapped with orange cross-hatching)
- Important Natural, Cultural, and Recreation Resource Areas (from site analysis)
 - Natural resource areas (mapped in green transparent tones)
 - Cultural resource areas (mapped in red transparent tones)
 - Recreational resources (mapped with solid and dashed lines, hatching for areas, and annotation as appropriate)
- Summary Map – A simplified map showing:
 - Non-Buildable Areas (mapped in red or red hatching)
 - Partially-constrained areas (mapped in orange or orange hatching)
 - Important natural, cultural, and recreational resource areas (mapped in green)

6. Sketch Plan

- Potential development areas – show as a tone or boundary line
- Conceptual alternatives

- ❑ Description of overall themes and organizing principles
- ❑ Description of house types and/or architectural themes

7. Location of Building Sites

- ❑ Development Suitability – annotate plans to indicate site scale differences in microclimate (such as north-facing areas sheltered from the summer sun but affected by winter winds, or southern exposures good for solar heating), soils, hydrology, or special features affecting construction such as unique trees or stone walls to be preserved.
- ❑ Proposed water supply and wastewater disposal
- ❑ Views and visual character of house sites – describe with arrows and annotation
- ❑ Yard spaces and activity areas – distinguish public and private areas, annotate potential uses
- ❑ Indicate site access, service and parking alternatives
- ❑ Indicate how the home sites will be connected to or benefit from the dedicated open space.

8. Streets, trails, and Infrastructure

- ❑ Alternatives for location and alignment of proposed roads and pedestrian system
- ❑ Cross-section of proposed streetscape, including buildings, plantings, fences, curbs etc. on both sides of the street, along with the width of pavement and shoulders, if any
- ❑ Alternatives for stormwater treatment and management with an emphasis on maintaining the natural hydrology, and encouraging the infiltration of precipitation as close to the point of origin as possible (see RI Stormwater Design and Installation Standards Manual).
- ❑ Concept for lighting of streets and homes, placement of utilities including transformer boxes and other access points.

9. Preliminary Open Space Plan

- ❑ General location, area, proposed uses, and design criteria of all proposed open space
- ❑ Proposed recreational trails and any potential links to other trails, natural features or amenities on the site or in the context area, and sidewalk connections to other neighborhoods, schools, etc.
- ❑ Proposed facilities for active sports, playgrounds, stream fishing access, etc.
- ❑ Plan for active agriculture, or forestry
- ❑ Conceptual Management criteria, including protection of the natural and cultural resources

10. Lots

- ❑ Alternatives for location of lot lines
- ❑ Criteria or statement of design intent for locating lot lines

- ❑ Location of rights-of-way, utility or trail easements
- ❑ Building envelopes or build-to lines

11. Ownership and Maintenance of Open Space

- ❑ Preferred ownership scheme, whether public, private, non-profit or homeowner's association.
- ❑ Maintenance alternatives, including potential funding sources
- ❑ Potential open space to be preserved, conservation easements or other restrictions.

Supporting Material – Master Plan

- ❑ Filing fee of \$200 plus \$40 per lot proposed.
- ❑ If applicable, documentation indicating that the applicant company exists and is in good standing with the State of Rhode Island.
- ❑ Overall Plan of Development for any remaining part of the land being subdivided as required by Section 509 -.