

MAJOR SUBDIVISION
PRELIMINARY PLAN CHECKLIST

Contents of Preliminary Plan

1. **Base Map.** At least eight (8) prints drawn to a scale of no smaller than forty feet to the inch (1"=40') to show at a minimum, the information listed below. Such information may be indicated on more than one plan.

- Name of the Subdivision.
- Name and address of the owner(s) and applicant(s).
- Date of plan preparation with revision dates.
- As applicable, name, address and telephone number of designer, engineer, and/or landscape architect, with stamp of registration.
- Name of land surveyor with stamp of registration and certification that survey conforms to the standards of a Class I survey. The perimeter survey shall be tied to the RIGS coordinate survey.
- North arrow and graphic scale.
- Tax Assessor's designation of land being subdivided.
- Perimeter survey of the site.
- Property lines of all lots abutting, or across any street from, the perimeter of the lot proposed to be subdivided, whether immediate or future, and the names of the property owners with lot/plat indicated thereon.
- Zoning district(s) of the subject property and abutting property.
- The location of existing streets, railroads, rights-of-way, easements, utilities, cemeteries and lot lines.
- Land area of subject parcel.

2. **Existing Conditions Plan(s)**

- Streams and water bodies
- Wetland lines with regulated setbacks, including areas within 200 feet of the perimeter of the project site
- Existing topography at intervals of no greater than two (2) feet.
- Base flood elevation line, or floodway encroachment lines, if applicable.
- Boundaries of wooded areas with notation of species of existing vegetation
- Large or unusual trees (greater than 18" dbh) and shrubs; unique vegetation
- Prime Farmland Soils and areas in active or recent agricultural use, with notation of use and condition

- ❑ Location of any other significant natural features
- ❑ Location and approximate dimensions of any existing buildings or significant aboveground structures the subject parcel and adjacent lots.
- ❑ Location of embankments, stone walls or any other significant physical features, including such features on adjacent land.
- ❑ Location and dimension of street rights-of-way, street paving, sidewalks, easements, boundary monuments, lots, lot lines and lot areas.
- ❑ Location and dimensions of all existing utilities within and on lots or streets adjacent to the subdivision, including sanitary sewers, storm water drainage facilities, water lines, fire hydrants, electrical, telephone, cable TV, fire alarm, utility poles, street lights or other above or underground utilities. (Number all manholes and catch basins)
- ❑ Location/description of proposed trees.
- ❑ Proposed street name(s).
- ❑ Lot numbers
- ❑ Notation on plan if the subdivision is located within or contains any of the following areas
 - Natural Heritage Areas (RIDEM)
 - Special Area Management Plan (CRMC)
 - Public Drinking Supply Watershed
 - Watershed Protection District
 - Groundwater aquifers, state-designated “groundwater reservoirs” recharge areas and wellhead protection areas.
 - State, regional or local greenways and greenspace priorities.

3. Proposed Design Condition Plan(s)

- ❑ A separate plan of land, on one sheet, drawn at a suitable scale, showing proposed improvements including streets, trails, sidewalks, lots, lot lines, with approximate lot areas and dimensions, and proposed building envelopes or build-to lines .
- ❑ Grading plan showing existing and proposed contours at two-foot intervals for all grading proposed for on and offsite street conditions, drainage facilities, and grading on individual lots if part of the proposed subdivision improvement.
- ❑ Stormwater Management Plan and drainage calculations prepared by a Registered Professional Engineer (as required by Section 516 -).
- ❑ Utilities plan, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, or other proposed above or underground utilities as applicable.
- ❑ Landscaping plan, to show all significant proposed clearing of land, removal of existing vegetation, revegetation and/or landscaping on street rights-of way and upon individual lots, if part of proposed subdivision improvements. Include proposed street tree plantings

and sidewalks, trails, or bike paths.

- ❑ Open space plan, showing location, use and proposed improvements for any land proposed to be set aside as open space, with connections to house lots and the surrounding neighborhood.
- ❑ Limit of disturbance line/limit of clearing, with method of tree protection if applicable.
- ❑ SWMP plan (in accordance with Chapter X)
- ❑ Construction plans for access road(s) or route(s), temporary parking and storage areas location of construction trailers, and stockpiles of soil, stone or waste materials.
- ❑ Proposed street plans and profiles drawn at a scale of 1"=40'; horizontal and 1"=4' vertical
- ❑ Proposed street cross section(s)
- ❑ Location of all percolation test holes, indicated by the letter "P", with test hole numbers if Individual Sewage Disposal Systems (ISDS) are planned.
- ❑ Location of all ground water table determination test holes, indicated by a letter "W", with test hole numbers if ISDS are planned.
- ❑ Notation of proposed deed restrictions required by the Planning Board, utility companies or other appropriate agency/entity.

Supporting Material – Preliminary Plan

- ❑ All permits required by state and federal agencies prior to commencement of construction, including permits related to freshwater wetlands, the coastal zone, flood plains, and connections to state roads.
- ❑ Overall Plan of Development for any remaining part of the land being subdivided, as required by Section 509 -.
- ❑ Written confirmation, from appropriate utility companies, that they have reviewed and approve proposed plans for installation of water, electric, telephone, gas or other utilities, as may be proposed.
- ❑ Written confirmation from the RI Department of Environmental Management pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed subdivision, including any required offsite construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration(s) or that the approval has been granted for the proposed site alteration(s).

OR

An affidavit signed by a qualified professional stating the there are no freshwater wetlands present on or within 200 feet of the property being subdivided.

- ❑ A vicinity map drawn to a scale of 1'=200' or as necessary to show the area within one-half mile of the subdivision parcel showing the location of all streets, existing lot lines, and zoning district boundaries, as well as schools, parks, fire stations and other significant public facilities.

- ❑ Preliminary certification from R.I. Department of Environmental Management (DEM) as to the suitability of the subsoil and adequacy of percolation and water table tests for the use of individual sewage disposal systems, if such are planned.
- ❑ Profiles of all proposed streets in the subdivision plus all exiting streets in the vicinity where necessary, to show relationship with proposed streets.
- ❑ Profiles of all proposed storm water drainage facilities and sanitary sewers in the subdivision, if such are planned.
- ❑ Certification of the Tax Collector that all taxes due, on the land to be subdivided, have been paid for the period of five (5) years preceding the date of preliminary plan filing, and that there are no outstanding tax liens thereon.
- ❑ Names and address of all owners of abutting land or land across any street from the perimeter of the property to be subdivided, as determined from the most recent Tax Assessor's records. Submitted on abutters list form. (Page A-16)
- ❑ A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or other right-of-way, if applicable.
- ❑ Either of the following:
 - A letter to the Planning Board of the subdivider's intent to complete the required improvements prior to endorsement of the final plan; or,
 - A letter to the Planning Board requesting that security sufficient to cover the cost of required improvements be established by the Board according to the regulations.
- ❑ Water Quality Certification for construction activities that may temporarily affect surface waters in the vicinity of the site work to be performed.
- ❑ Any permits required under federal statute, including Section 404 Clean Water Act for Fill of Wetland and Waters of the US issued by the US Army Corps of Engineers.
- ❑ Proposed ownership scheme for open space areas, with draft legal documentation, such as Homeowner's Association bylaws.
- ❑ Open Space Management and Maintenance Plan, including standards and methods, specific responsibilities, and funding sources.
- ❑ Plan Location and draft legal language of Proposed Conservation Easements or Restrictions to be applied to open space areas.
- ❑ Pre-Application meeting with Town Planner, Public Works Director, Fire Chief and other required agencies/commissions held on _____.

(date)

(If not accomplished at Master Plan Review)

- ❑ Comments/recommendations from the Public Works Director, Chiefs of the Fire and Police Departments and other town officials, as appropriate.
- Draft copies of all legal documents describing the property, proposed easements and rights of-way, dedications, restrictions, or other required legal documents.

- Filing fee of \$300 plus \$40.00 per lot or dwelling unit, whichever is greater.