

**E. CHECKLIST - MASTER PLAN
MAJOR LAND DEVELOPMENTS AND MAJOR SUBDIVISIONS**

The applicant shall submit to the Administrative Officer at least seven (7) blue-line copies of master plan maps required below, and 10 copies of the plan set reduced to 11"x17". The scale of all plans shall be sufficient to clearly show all of the information required and shall be subject to the approval of the Administrative Officer. Plans shall include a certification that all plans and improvements conform to all existing and amended standards of the State of Rhode Island and Providence Plantations, Board of Registration for Professional Engineers and Board of Registration of Land Surveyors. At a minimum, the following information shall be provided:

A. Master Plan Drawing(s) - A map or plan of the subdivision or development parcel at a scale not smaller than 1"= 100' showing the following information (with the exception of the north arrow, items 1-6 should be located within the title block):

- 1.____ Name of the proposed subdivision or development project
- 2.____ Names and addresses of all property owners and applicants, including names and addresses of all officers, members, directors, and principal stockholders of business or corporate entities.
- 3.____ Name, address and telephone number of person or firm preparing master plan
- 4.____ Date of plan preparation, with revision date(s) (if any)
- 5.____ Graphic scale and true north arrow
- 6.____ Plat and lot number(s) of the land being subdivided or developed
- 7.____ Zoning district(s) of the parcel(s), including all zoning requirements (such as for impervious coverage, parking, and setbacks), and actual dimensions provided. If more than one district, zoning boundary lines must be shown
- 8.____ Locus map inset
- 9.____ Perimeter boundary lines of the parcel(s), drawn so as to distinguish them from other property lines
- 10.____ Area of the project parcel and proposed number of buildable lots, dwellings, or units
- 11.____ Location and dimensions of existing property lines, man-made paths, easements, and rights-of-way, within or adjacent to the project parcel
- 12.____ Location, pavement and right-of-way width, and names of existing streets within and immediately adjacent to the project, including width and surface material of existing roads at access points
- 13.____ Names of abutting property owners and property owners immediately across any adjacent streets
- 14.____ Location of wooded areas and notation of existing ground cover, including major stands of trees, large specimen trees, rock outcrops, and other prominent physical features.

- 15.____ Location of wetlands, and watercourses present on or within 200 feet of the property being subdivided or developed, as verified by a valid RIDEM Wetland Edge Verification, and any available water table data (including scattered test pits indicating the mottling zone)
- 16.____ Areas of agricultural use
- 17.____ Existing topography with minimum contour intervals of two feet, certified by Surveyor or Photogrammetrist (ASPRS) per Article XIII, Section M. Shade the slopes greater than 15% to 25%, and shade out darker slopes greater than 25%
- 18.____ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subject parcel(s)
- 19.____ Location and dimension of all existing utilities within and immediately adjacent to the parcel(s), including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, wells, septics, utility poles, stormwater drainage facilities or other above or underground utilities.
- 20.____ Proposals, if any, for connection with existing water supply and sanitary sewer systems or a notation that wells and ISDS are proposed
- 21.____ Provisions for collecting and discharging stormwater, including water table data from test pits in proposed collection areas.
- 22.____ Location of historic sites or cemeteries on or immediately adjacent to the project (if any)
- 23.____ Location of any unique natural and/or archeological & historic features, including stone walls and rock outcroppings
- 24.____ Notation on plan if the parcel(s) are located within ____ Natural Heritage Areas (RIDEM), or ____ Zoning Overlay Districts, if any
- 25.____ Proposed improvements including streets, lots, lot lines, with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines
- 26.____ Proposed building footprints, paved areas, and uses of the site
- 27.____ Building Envelope on each lot
- 28.____ Notation of Area Suitable for Development on each lot
- 29.____ Base flood elevation data, and location of 100-year floodplain, from FEMA maps
- 30.____ Open space use plan, if any
- 31.____ Location of Fire Suppression technique
32. ____ An aerial photograph or a black line copy of an existing aerial photograph of the proposed subdivision or development parcel and surrounding area, at a scale of 1" = 400' or larger

- 33.____ A copy of the soils map of the subdivision or development parcel and surrounding area, and a general analysis of soil types and suitability for the development proposed. If any prime agricultural soils are within the subdivision or development parcel(s) the soils map shall be marked to show the location of said prime agricultural soils
- 34.____ A vicinity map, drawn to a scale of 1"=400' to show the area within one-half mile of the project parcel showing the locations of all streets, existing lot lines, and zoning district boundaries. Schools, parks, fire stations and other significant public facilities shall be indicated on the locus map by shading and labeling the specific use.
35. ____ For projects other than single family detached structures, submit architectural renderings (prepared by a RI Registered Architect) with proposed heights and uses of the structures.
- 36.____ Any other item(s) as required by the Zoning Ordinance or these regulations. (e.g., Exit 7 SMD, CZD, SRD, Residential Compound, etc.)
- 37.____ For projects proposing 4 or more residential lots or units (including the original lot or unit), notation on the plan that 20% of the total lots or units, rounded up to the next whole number, shall be designated for Low or Moderate Income Housing under the Inclusionary Zoning Requirements of the West Greenwich Zoning Ordinance.
- 38.____ Indication on the specific lots or units proposed to be earmarked for low or moderate income housing

B. Conservation Design Layouts- IF REQUESTED BY THE PLANNING BOARD. For residential projects with the potential to be developed as Conservation Design developments, follow the design process in Article V. Section G 2, and submit the following additional items:

- 1.____ The Planning Board may require soil testing for septic suitability on a sample of the lots designed in A above.
- 2.____ the required Master plan in A. above shall serve as the yield plan
- 3.____ Report, by qualified professionals, of an inventory and description of the conservation values of the property, including the purpose(s) of the conservation lands (draft Baseline Documentation Report)
- 4.____ an Existing Conditions and Site Resources Map with information from the Pre-application plan, and including greater detail as required on the Master Plan and including those elements for further study as determined by the Planning Board
- 5.____ a Potential Conservation Areas plan with information from the Pre-application plan, and further refined considering details from 4. above. This plan shall include identification of the most suitable locations for house sites.
- 6.____ 2 alternative layouts for roads and house lot configurations in conformance with the zoning dimensional requirements for Conservation Design Development, working off the Potential Conservation Areas plan from 5. above. This plan shall include potential trails and other open space amenities, along with conceptual drainage design.
- 7.____ Proposed ownership for the conservation open space land
- 8.____ Proposed conservation easement, restrictions, and easement holders
- 9.____ Proposed maintenance and management responsibility for the open space

C. Supporting Materials - The applicant shall submit to the Administrative Officer fifteen (15) copies of a narrative report providing a general description of the existing physical environment and existing use(s) of the property along with a general description of the uses and type of development proposed by the applicant. The narrative report shall include reduced copies, 11" x 17" and readable, of all plans required in No. A. above, plus items 5-11, below:

1. ___ Filing Fee: - \$300 plus \$50 per lot or unit, or, if a multi family dwelling, \$300 + \$10 per bedroom, plus required mailing and advertising expenses
2. ___ Cover letter and signatures of all property owners and applicants.
3. ___ Two (2) copies of traffic analysis and site distance report, prepared by a Registered Professional Engineer.
4. ___ 15 copies of Narrative Report, including reduced plan set.
5. ___ For non-residential uses, include in the narrative report required in 4. above, the specific uses proposed, number of employees for which buildings are designed; type of power to be used for any manufacturing process, type of wastes or by-products to be produced by any manufacturing process, and the proposed method of disposal of such wastes or by-products shall also be shown.
6. ___ An estimate of the approximate population of the proposed subdivision or development
7. ___ An estimate of the number of school-aged children to be housed in the development
8. ___ Fiscal impact statement
9. ___ Proposed phasing, if any
10. ___ Site Analysis (see Article XIII, Section I.) including written analysis of the site context, geology and soil, agricultural lands, wetlands, topography, climate, ecology, existing vegetation, structures, and road networks; visual features; historic features; rare or endangered plant or animal species; vernal pools; and past and present use of the site.
11. ___ Development Impact Statement, unless waived by Planning Board
12. ___ Initial written comments on the Master Plan from the following agencies:
(Provided by the Administrative Officer)

Local Agencies

- | | |
|---|-------------|
| A. ___ Planning Department | Date: _____ |
| B. ___ Public Works | Date: _____ |
| C. ___ Building Inspector | Date: _____ |
| D. ___ Solicitor | Date: _____ |
| E. ___ Conservation Comm | Date: _____ |
| F. ___ Land Trust | Date: _____ |
| G. ___ Police Dept. | Date: _____ |
| H. ___ Fire District | Date: _____ |
| I. ___ School Dept. | Date: _____ |
| J. ___ Potential Open Space owner | |
| K. ___ Potential Conservation Easement holder | |
| L. ___ Other (specify) _____ | Date: _____ |

Adjacent communities (specify)

- | | |
|----------|-------------|
| A. _____ | Date: _____ |
| B. _____ | Date: _____ |
| C. _____ | Date: _____ |
| D. _____ | Date: _____ |
| E. _____ | Date: _____ |

State agencies

- | | |
|-----------------------------------|-------------|
| A. _____ Environmental Management | Date: _____ |
| B. _____ Transportation | Date: _____ |
| C. _____ Other (specify) _____ | Date: _____ |

Federal agencies

- | | |
|------------------------------------|-------------|
| A. _____ U.S. Army Corps Engineers | Date: _____ |
| B. _____ FEMA | Date: _____ |

13. _____ Is this parcel(s) in the Farm Forest and Open Space Act tax program?
14. _____ Project Review Fee (see Article XI, Section E.) (\$3,000.00, plus \$100 per unit or lot, after the first six.
15. _____ Copy of Certificate of Authorization to Practice in the State of Rhode Island for design professionals
16. _____ The names and addresses of owners of all properties, agencies or communities requiring notification of the Master Plan Public Informational Meeting as required by these Regulations, accompanied by Affidavit that proper notice was sent to all required entities.