

**D. CHECKLIST - PRE-APPLICATION
MAJOR LAND DEVELOPMENTS, MAJOR SUBDIVISIONS, MINOR RESIDENTIAL COMPOUNDS,
CONSERVATION DESIGN DEVELOPMENTS,
AND DEVELOPMENT PLAN REVIEW**

The applicant shall submit to the Administrative Officer at least seven (7) blueline copies of the pre-application maps required below. 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. At a minimum, the following information shall be provided:

A. Pre-Application Drawing(s) – Existing Conditions for all Projects. A map or plan of the subdivision or development parcel 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
- 2.____ Name and address 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 the 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). If more than one district, zoning boundary lines must be shown
- 8.____ Perimeter boundary lines of the project parcel(s), drawn so as to distinguish them from other property lines
- 9.____ Area of the project parcel
- 10.____ Building Envelope
- 11.____ Location, and names of existing streets, easements, rights-of-way, and man-made paths within and immediately adjacent to the parcel(s), including width and surface material of existing roads at access points
- 12.____ Location of wooded areas and notation of existing ground cover
- 13.____ Hydrologic features and their associated buffer areas, including estimated location of wetlands and/or watercourses present on or within 200 feet of the property being developed, surface water bodies, 100-year floodplains, springs, vernal pools, stream channels, natural swales, and groundwater aquifers and recharge areas, as available from existing information
- 14.____ Location of wells and wellhead protection areas present on or within 200 feet of the property
- 15.____ Existing topography with minimum contour intervals of two feet (if available); using available information, shade out areas of slope greater than 15%

- 16.____ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the development
- 17.____ Location of existing utilities within and immediately adjacent to the parcel(s), including sewer, water, gas, electric, fire suppression, wells, septic, utility poles, and stormwater drainage facilities including catch basins, swales, culverts, and detention ponds
- 18.____ Location of historic structures, sites, and/or cemeteries on or immediately adjacent to the project (if any)
- 19.____ General location of any unique natural and/or archeological & historic features, including stone walls, cellar holes, wells, other ruins, and rock outcroppings
- 20.____ Base flood elevation data, and location of 100-year floodplains, from FEMA maps
- 21.____ Open space areas, if any, existing on the parcel or immediately abutting the parcel
- 22.____ Locus Map Inset
- 23.____ A copy of the soils map of the project 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 parcel(s) the soils map shall be marked to show the location of said prime agricultural soils. The map analysis shall address the presence of moderate and severe constraints to development including hydric soils, high water table, slowly-permeable soils, depth to bedrock, steep slopes, and erodible soils.
- 24.____ An aerial photograph or a black line copy of an existing aerial photograph of the proposed project parcel and surrounding area, at a scale of 1' = 400' or larger
- 25.____ A vicinity map, drawn to a scale of 1"=400' to show the area within one-half mile of the subdivision or development 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 vicinity map by shading and labeling the specific use.

B. Additional Site Resources for all Residential Developments- these items may be shown on the same plan as the required Existing Conditions map. This section does not apply for commercial or industrial development applications.

- 1.____ Identification of visually prominent topographical features such as knolls, hilltops, ridges
- 2.____ Unique geologic features such as bedrock outcrops and glacial features
- 3.____ Land Cover according to general cover type, including areas of agricultural use, agricultural soils, or abandoned agricultural fields; and locations of various forest types and groups of trees by type.
- 4.____ IF REQUESTED BY THE PLANNING BOARD View Analysis. Views of the site, including views into the site as seen from surrounding roads, abutting conservation lands, other public areas, and elevated areas; views out from the site; adjacent scenic road corridors; and including photographs with a map indicating the location where the photographs were taken.

C. Site Context Map for all Residential Developments- A map of the parcel and its surrounding area within one half mile, at a scale of 1"= 400'. These items may be shown on the same sheets as the required vicinity map or aerial photo. Information may be obtained from RIGIS. This section does not apply for commercial or industrial development applications.

1. ___ topography of the entire area from available information
2. ___ outline of project parcel
3. ___ roads and other transportation networks
4. ___ utility easements
5. ___ waterways and water resources including streams, wetlands, groundwater aquifers and recharge areas
6. ___ Wellhead protection areas
7. ___ Watershed boundaries
8. ___ Recreational resources, including hiking, biking, and horse riding trails, boat launches and other water access points and water trails, beaches and existing play fields
9. ___ Protected open space, including public land, conservation easements, State management areas, and land owned by conservation organizations.
10. ___ Forested areas and land use cover
11. ___ State Greenway Corridors
12. ___ Natural Heritage Areas and rare species
13. ___ Scenic road corridors and state-designated scenic areas
14. ___ Archaeological sites

D. Potential Conservation Areas Plan- IF REQUESTED BY THE PLANNING BOARD. For residential developments with the potential to become Conservation Design developments, submit a map including the standard title block and plan information from items A1 through A23, and B1 through B3, and considering the information from the Site Context Map and the View Analysis, to make the following additional analysis:

1. ___ Demarcate the areas with physical and regulatory constraints to development, including utility easements.
2. ___ Demarcate the areas with important resources and noteworthy natural, cultural, and recreational features to protect

E. Proposed Conditions Plan. – A map including the standard title block and plan information from items A1 through A20 above, and including the following additional information:

- 1.____ Conceptual conventional layout, including streets, buildings, paved areas, lots, and lot lines with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines.
- 2.____ Proposals, if any, for connection with existing water supply and sanitary sewer systems

F. 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 above.

- 1.____ Filing Fee: - \$150
- 2.____ 15 copies of Narrative Report, including reduced plan set
- 3.____ Is this parcel(s) in the Farm Forest and Open Space tax program?
- 4.____ Submission Cover Sheet and signature of all property owners and applicants.

G. Site Visit- The Planning Board shall visit the site of a potential Conservation Design subdivision during the Pre-application stage of review

Scheduled Date(s) of Site Visit:_____

Areas for further study and/or mapping. The following items may need to be surveyed in the field or further investigated in preparation for the Master Plan for a Major project and for the Preliminary Plan for a Minor project: archeological sites, trails, stone walls, agricultural elements, historic houses and outbuildings, cellar holes, other landscape features and views, or other natural, cultural, and/or recreational resources; and areas for field testing of soils and water table.