

West Greenwich Land Development & Subdivision Regulations

**B-1. CHECKLIST – PRELIMINARY SUBMISSION  
MINOR LAND DEVELOPMENTS  
AND DEVELOPMENT PLAN REVIEW**

A. PRELIMINARY SUBMISSION PLANS

The applicant shall submit to the Administrative Officer at least four (4) copies of the Preliminary site plans drawn to a scale of 1 inch to 40 feet, and ten (10) copies of reduced plans (11" x 17"). The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required (with the exception of the north arrow, items 1-6 should be located within or near the title block). Sheets shall be numbered sequentially (e.g. sheet 1 of 3, 2 of 3, etc.).

1. \_\_\_\_\_ Name of the proposed development project
2. \_\_\_\_\_ Name and address of all property owners and applicants, including names and addresses of an officer in charge of business or corporate entities.
3. \_\_\_\_\_ Name, address and telephone number of engineer or land surveyor
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 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. \_\_\_\_\_ Perimeter boundary lines of the parcel(s), drawn so as to distinguish them from other property lines.
9. \_\_\_\_\_ Area of the project parcel(s) and proposed number of units that may apply
10. \_\_\_\_\_ Location and dimensions of existing property lines within or forming the perimeter of the parcel(s)
11. \_\_\_\_\_ Easements and rights-of-way, and man-made paths, within or adjacent to the parcel(s)
12. \_\_\_\_\_ Location, width and names of existing streets within and immediately adjacent to the proposed project parcel(s), including width and surface material of existing roads at proposed 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/or watercourses within or within 100 feet of the perimeter of the development parcel.
16. \_\_\_\_\_ Areas of agricultural use.
17. \_\_\_\_\_ Existing contours at intervals of two feet, certified by Surveyor or Photogrammetrist (ASPRS) per Article XIII, Section M. Slopes greater than 15% shall be shaded.
18. \_\_\_\_\_ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the development.
19. \_\_\_\_\_ Location and dimension of all existing utilities within and immediately adjacent to the parcel, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, septic, wells, storm water drainage facilities or other above or underground utilities.
20. \_\_\_\_\_ Location of historic sites or cemeteries on or immediately adjacent to the parcel(s), if any.
21. \_\_\_\_\_ Location of any unique natural and/or historic features, including stone walls, archaeological sites, rock outcroppings, etc.
22. \_\_\_\_\_ Notation on plan if the parcel(s) are located within Natural Heritage Areas (RIDEM) or Zoning Overlay Districts, if any.
23. \_\_\_\_\_ Location and dimensions of all proposed building footprints, structures, sidewalks, driveways, parking lot layout and other impervious surfaces, including dumpster locations, loading zones and fire lanes; and any other proposed site improvements, including retaining walls and fences or outdoor storage.
24. \_\_\_\_\_ Proposed utilities plan, within and immediately adjacent to the parcel, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, septic, wells, or other proposed above or underground utilities, as applicable.
25. \_\_\_\_\_ Building Envelope.
26. \_\_\_\_\_ Notation of Area Suitable for Development.
27. \_\_\_\_\_ Soils Map of the parcel(s) and surrounding area, and a general analysis of soil types and suitability for the development proposed. If any prime agricultural soils are within the development parcel, the soils map shall be marked to show the location of said prime agricultural soils.
28. \_\_\_\_\_ 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 map by shading and labeling the specific use.
29. \_\_\_\_\_ Base flood elevation data and location of 100-year flood hazard.
30. \_\_\_\_\_ A notation indicating the zoning dimensional requirements including square footage and percent structure coverage and impervious coverage for existing and proposed development.
31. \_\_\_\_\_ Grading plan to show proposed contours at two-foot intervals.

32. \_\_\_\_\_ Proposed drainage plan, if applicable.
33. \_\_\_\_\_ Soil erosion and sediment control plan, including limits of disturbance, and plan for protecting completed public improvements during building construction.
34. \_\_\_\_\_ Proposed landscaping plan, prepared by a Registered Landscape Architect, if required.
35. \_\_\_\_\_ Lighting plan, if applicable, including location, direction, and details for all outdoor pole and building mounted lighting. (Photometric plan)
36. \_\_\_\_\_ Location, dimension and area of any land proposed to be set aside as open space, and proposed use, improvements and ownership easement holders.
37. \_\_\_\_\_ Proposed signage plan, if applicable, including location, size, color, and illumination.
38. \_\_\_\_\_ Conceptual architectural renderings (Prepared by a RI Registered Architect) with proposed heights and breakdowns of proposed floor space by type of use.
39. \_\_\_\_\_ Special item(s) required by the Zoning Ordinance or these regulations. (e.g. Exit 7 SMD, CZD, Conservation Design Development, etc.)
40. \_\_\_\_\_ Certification by a Professional Land Surveyor that a perimeter survey of the land has been performed and conforms to a Class I Survey, or equal.
41. \_\_\_\_\_ Notation and Certification for topographic mapping standard by a Certified Photogrammetrist (ASPRS) per Article XIII, Section M, if required.
42. \_\_\_\_\_ Certification (stamp) of a Registered Professional Engineer that the construction drawings are correct, as applicable.

**B. SUPPORTING MATERIALS**

1. \_\_\_\_\_ Cover letter and signature of all property owners and applicants. (Certificate of Completeness)
2. \_\_\_\_\_ Filing Fee: \$300; if a multi-family dwelling, \$300 + \$10 per bedroom.
3. \_\_\_\_\_ Project Review Fee (see Article XI, Section 450-41.)
4. \_\_\_\_\_ 11 copies of a project narrative addressing specific uses proposed, number of employees for which buildings are designed, type of power to be used, type of wastes or by-products to be produced, and the proposed method of disposal of such wastes or by-products.
5. \_\_\_\_\_ Development Impact Statement
6. \_\_\_\_\_ Written confirmation that a water company is able to provide water service (if proposed)  
Water Company or District \_\_\_\_\_  
Date of Letter \_\_\_\_\_
7. \_\_\_\_\_ If an On-site Wastewater Treatment Systems (OWTS) is proposed, confirmation from the State Department of Environmental Management that the soils are adequate for the use of OWTS.

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8. \_\_\_\_\_ Approval from the RI Department of Environmental Management Freshwater Wetlands, or RIPDES, if required.
9. \_\_\_\_\_ In lieu of item 8 above, an affidavit signed by a qualified wetlands biologist stating that there are no freshwater wetlands present on the property being developed.
10. \_\_\_\_\_ 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 necessary).
11. \_\_\_\_\_ Two (2) copies of traffic analysis and site distance report, prepared by a Registered Professional Engineer, if required.
12. \_\_\_\_\_ Two (2) copies of drainage calculations, prepared by a Registered Professional Engineer, if required.
13. \_\_\_\_\_ Copies of permits from all appropriate Federal, State, and local regulatory agencies, if applicable.
14. \_\_\_\_\_ Is this property in the Farm Forest and Open Space Act tax program?
15. \_\_\_\_\_ Copy of Certificate of Authorization to Practice in the State of Rhode Island for design professionals.
16. \_\_\_\_\_ Certificate of the Tax Collector showing that all taxes due on the parcel have been paid for a period of five (5) years prior and that there are no outstanding municipal liens on the parcel.