

## **E-1. CHECKLIST – MASTER PLAN MAJOR LAND DEVELOPMENTS**

The applicant shall submit to the Administrative Officer at least four (4) 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. At a minimum, the following information shall be provided:

- A. MASTER PLAN DRAWING(S) – A map or plan of the 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 or near the title block):
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, addresses 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 developed.
  7. \_\_\_\_\_ Zoning district(s) of the parcel(s), including all zoning dimensional requirements, and actual dimensions provided.
  8. \_\_\_\_\_ Locus map insert.
  9. \_\_\_\_\_ Perimeter boundary lines of the project parcel(s), drawn so as to distinguish them from other property lines; parcel areas.
  10. \_\_\_\_\_ Location and dimensions of existing property lines, man-made paths, easements, and rights-of-way, within or adjacent to the project parcel
  11. \_\_\_\_\_ 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.
  12. \_\_\_\_\_ Names of abutting property owners and property owners immediately across any adjacent streets.
  13. \_\_\_\_\_ 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.
  14. \_\_\_\_\_ Location of wetlands and watercourses present on or within 100 feet of the property being developed, as verified by a valid RIDEM Wetland Edge Verification, and any available water table data.
  15. \_\_\_\_\_ Areas of agricultural use.
  16. \_\_\_\_\_ Existing topography with minimum contour intervals of two feet, by Surveyor or Photogrammetrist (ASPRS) per Article XIII, Section M. Shade the slopes greater than 15%.

West Greenwich Land Development and Subdivision Regulations  
Major Project Checklist - Master

17. \_\_\_\_\_ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the development.
18. \_\_\_\_\_ Location of existing utilities within and immediately adjacent to the parcel(s).
19. \_\_\_\_\_ Proposals, if any, for connection with existing water supply and sanitary sewer systems or a notation that wells or an OWTS are proposed.
20. \_\_\_\_\_ Provisions for collecting and discharging stormwater, including water table data from test pits in proposed collection areas.
21. \_\_\_\_\_ Location of historic sites, or cemeteries on or immediately adjacent to the project (if any).
22. \_\_\_\_\_ Location of any unique natural and/or archaeological and historic features, including stone walls and rock outcroppings: Natural Heritage Areas.
23. \_\_\_\_\_ Proposed improvements including streets, building footprints, paved areas, and uses of the site.
24. \_\_\_\_\_ Base flood elevation data, and location of 100-year flood hazard, from FEMA maps.
25. \_\_\_\_\_ A copy of the soils map of the development parcel and surrounding area, and a general analysis of soil types and suitability for the development proposed. Show prime agricultural soils are within the parcel(s).
26. \_\_\_\_\_ 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.
27. \_\_\_\_\_ Conceptual architectural renderings with proposed heights and uses of the structures.
28. \_\_\_\_\_ Special item(s) as required by the Zoning Ordinance or these regulations.

B. SUPPORTING MATERIALS – the applicant shall submit to the Administrative Officer eleven (11) copies of a narrative report providing a general description of the existing physical environment and existing use(s) along with a general description of the uses and type of development proposed. The narrative report shall include reduced copies, 11"x17" and readable, of all plans required in No. A above, plus items 5-10 below.

1. \_\_\_\_\_ Filing Fee: \$300; for multi-family dwelling projects \$300 + \$10 per bedroom.
2. \_\_\_\_\_ Cover letter and signatures of all property owners and applicants. (Certificate of Completion)
3. \_\_\_\_\_ Two (2) copies of traffic analysis and site distance report, prepared by a Registered Professional Engineer, if required.
4. \_\_\_\_\_ 11 copies of the Narrative Report, number of employees for which buildings are designed, type of power to be used for any manufacturing process, and the proposed method of disposal of wastes or by-products.
5. \_\_\_\_\_ An estimate of the approximate population of proposed multi-family projects.

West Greenwich Land Development and Subdivision Regulations  
Major Project Checklist - Master

6. \_\_\_\_\_ An estimate of the number of school-aged children to be housed in multi-family projects.
7. \_\_\_\_\_ Fiscal impact statement.
8. \_\_\_\_\_ Proposed phasing, if any.
9. \_\_\_\_\_ Development Impact Statement, unless waived by the Planning Board.
10. \_\_\_\_\_ 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 Official                      | Date: _____ |
| D. _____ | Solicitor                              | Date: _____ |
| E. _____ | Conservation Comm.                     | Date: _____ |
| F. _____ | Land Trust                             | Date: _____ |
| G. _____ | Fire District                          | Date: _____ |
| H. _____ | Police Dept.                           | 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 Corp Engineers | Date: _____ |
| B. _____ | FEMA                     | Date: _____ |

11. \_\_\_\_\_ Is this parcel(s) in the Farm Forest and Open Space tax program?
12. \_\_\_\_\_ Project Review Fee (\$1,000.00).
13. \_\_\_\_\_ Copy of Certificate of Authorization to Practice in the State of Rhode Island for design professionals.

West Greenwich Land Development and Subdivision Regulations  
Major Project Checklist - Master

14. \_\_\_\_\_ 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.