

E-2. CHECKLIST – MASTER PLAN MAJOR SUBDIVISIONS

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

- A. MASTER PLAN DRAWING(S) – A map or plan of the subdivision 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 subdivision.
 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 subdivided.
 7. _____ Zoning district(s) of the parcel(s), including all zoning dimensional requirements, and actual dimensions provided.
 8. _____ Locus map inset.
 9. _____ Perimeter boundary lines of the project parcel(s), drawn so as to distinguish them from other property lines and area of the project parcel.
 10. _____ Location 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 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 subdivided, 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. Shade the slopes greater than 15%.
 17. _____ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the development.

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18. _____ Location and dimensions of all 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 and 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.
23. _____ Notation on plan if the parcel(s) are located within Natural Heritage Areas (RIDEM), or Zoning Overlay Districts, if any.
24. _____ 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.
25. _____ Building envelope on each lot and suitable area.
26. _____ Base flood elevation data, and location of 100-year flood hazard, from FEMA maps.
27. _____ Open space use plan, if any.
28. _____ Location of Fire Suppression technique.
29. _____ A copy of the soils map of the development parcel and surrounding area, and a general analysis of soil types and suitability for the subdivision proposed. Show any prime agricultural.
30. _____ 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.

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 450-23, 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. _____ A Potential Conservation Areas plan. This plan shall include identification of the most suitable locations for house sites.
5. _____ Two alternative layouts for roads and house lot configurations in conformance with the zoning dimensional requirements for Conservation Design

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Development. This plan shall include potential trails and other open space amenities, along with conceptual drainage design.

6. _____ Proposed ownership for the conservation open space land, easement, restrictions and management.

- C. 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 use(s) of the property 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 + \$50 per lot or unit, plus required mailing and advertising expenses.
2. _____ Cover letter and signatures of all property owners and applicants. (Certificate of Completeness)
3. _____ Two (2) copies of traffic analysis and site distance report, prepared by a Registered Professional Engineer, if required.
4. _____ Fiscal impact statement.
5. _____ Proposed phasing, if any.
6. _____ Site Analysis Article XIII-Section 450-53.B 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 or present use of the site.
7. _____ Development Impact Statement, unless waived by the Planning Board.
8. _____ 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: _____ |

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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: _____ |

9. _____ Is this parcel(s) in the Farm Forest and Open Space tax program?
10. _____ Project Review Fee (see Article XI, Section 450-41) (\$3,000.00 plus \$100 per unit or lot, after the first six).
11. _____ Copy of Certificate of Authorization to Practice in the State of Rhode Island for design professionals.
12. _____ 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.