

F-2. CHECKLIST – PRELIMINARY PLAT MAJOR SUBDIVISIONS

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 10 copies of the plan set reduced to 11"x17". The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

All maps required by this Checklist shall show the following information (with the exception of the north arrow, items 1-6 should be located within or near the title block), if applicable:

1. _____ Name of the proposed 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 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) and area 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 parcel or phase, drawn so as to distinguish them from other property lines.
10. _____ Location and dimensions of existing property lines, man-made paths, easements, and rights-of-way, within or immediately adjacent to the parcel being developed.
11. _____ Location, width and names of existing streets within and immediately adjacent to the parcel being subdivided, 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.
15. _____ Existing topography with minimum contour intervals of two feet, certified by Surveyor or Photogrammetrist (ASPRS) per Article XIII, Section M.
16. _____ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the development.
17. _____ Location and dimensions of all existing utilities within and immediately adjacent to the parcel(s).
18. _____ Areas of agricultural use (if any).

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19. _____ Location of any unique natural and/or historic features, including stone walls, archaeological sites, rock outcroppings, cemeteries, etc.
20. _____ Base flood elevation data, from FEMA maps.
21. _____ A copy of the soils map of the subdivision parcel and surrounding area, and a general analysis of soil types and suitability for the development proposed. Show any prime agricultural soils.
22. _____ 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. A PROPOSED CONDITIONS MAP(S) to show the following:

1. _____ Proposed improvements including streets, building envelopes, and dimensions shown. Proposed lot lines shall be drawn to distinguish from existing lot line. (Conservation Design Developments shall follow the design process in Article V Section 450-23, and the Physical Design Requirements in Article XIII Section 45-58).
2. _____ Location and size of all proposed utilities within and immediately adjacent to the parcel(s).
3. _____ Grading plan to show proposed contours at two-foot intervals for on and off-site street construction, drainage facilities and upon individual lots if part of proposed development improvements.
4. _____ Proposed stormwater management and drainage plan, prepared by a Registered Professional Engineer.
5. _____ Soil erosion and sediment control plan, including limits of disturbance.
6. _____ Plan and detail/method for protecting existing trees.
7. _____ Landscaping plan, prepared by a Registered Landscape Architect, to show all significant proposed clearing of land, removal of existing vegetation, revegetation and/or landscaping on street rights-of-way and buffer areas of the proposed subdivision.
8. _____ Proposed street plan and profiles drawn at a scale of 1" = 40' horizontal and 1" = 4' vertical
9. _____ Street cross-sections
10. _____ Proposed street names
11. _____ Proposed sidewalks, bike paths and trails, if any.
12. _____ Proposed street trees, if required by the Planning Board.
13. _____ Location, dimension and area of any land proposed to be set aside as open space.
14. _____ Open space use plan, including proposed improvements; and including proposed ownership and easement holders. (Conservation Design Developments shall follow the design process in Article V Section G 2, and the Physical Design Requirements in Article XIII Section N).
15. _____ Location of proposed boulder burial areas (stumps shall not be buried).

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16. _____ Location of fire suppression technique.
17. _____ Certification (stamp) of a Registered Professional Engineer that the construction drawings are correct.

C. SUPPORTING MATERIALS

1. _____ Filing Fee: \$500plus \$100 per lot or unit; plus required mailing and advertising expenses.
2. _____ Project Review Fee (\$1,000.00 plus \$100 per unit or lot after the first six).
3. _____ Cover letter and signature of all property owners and applicants. (Certificate of Completeness)
4. _____ Development Impact Statement.
5. _____ Approval from the RI Department of Environmental Management – Wetlands or RIPDES, if required
6. _____ Written confirmation that a water company or district is able to provide water service (if proposed).
Water Company/ District: _____
Date of Letter: _____
7. _____ 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).
8. _____ Two (2) copies of traffic analysis and site distance report, prepared by Registered Professional Engineer. (For phased projects, an updated analysis may be required).
9. _____ Two (2) copies of drainage calculations, prepared by a Registered Professional Engineer.
10. _____ Preliminary Subdivision Suitability Determination by the Department of Environmental Management for the use of OWTS (if proposed).
11. _____ Copies of permits from all appropriate Federal, State, and local regulatory agencies.
12. _____ The names and addresses of owners of all properties, agencies or communities requiring notification of the Preliminary Plan Public Hearing as required by these Regulations, accompanied by Affidavit that proper notice was sent to all required entities.
13. _____ Copies of return receipts for certified mail notices (above).
14. _____ Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents, accompanied by a Metes and Bounds description of said areas (required).
Specify: _____

For Conservation Design Developments, the following documents are required:

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_____ Draft Open Space Property Management Plan (ie, Forest Management Plan, etc.)

_____ Draft Conservation Easement documents

_____ Draft Homeowner Association bylaws (if proposed)

15. _____ Either of the following:

- a. A letter stating that it is the intent of the applicant to complete the required improvements prior to the Planning Board's endorsement of the final plat; or,
- b. A letter requesting that security sufficient to cover the cost of required improvements as provided in Article VII be set by the Planning Board

Initial amount set by the Board: _____

Date: _____

16. Final written comments on the Preliminary Plan by the following:

(Provided by the Administrative Officer)

- A. _____ Planning Department Date: _____
- B. _____ Public Works Date: _____
- C. _____ Building Official Date: _____
- D. _____ Solicitor Date: _____
- E. _____ Conservation Comm. Date: _____
- F. _____ Land Trust Date: _____
- G. _____ Town Council Date: _____
- H. _____ Open Space Owner/ easement holders
- I. _____ Other (specify) _____ Date: _____

17. _____ Is this parcel(s) in the Farm Forest and Open Space tax program?

18. _____ Copy of Certificate of Authorization to Practice in the State of Rhode Island for all design professionals.

19. _____ Certificate of the Tax Collector showing that all taxes due on the parcel being subdivided or developed have been paid for a period of five (5) years prior, and that there are no outstanding municipal liens on the parcel.