

Interim Addendum - Insert into Land Development and Subdivision Regulations

Conservation Design Development

Article II Definitions

Add:

Cluster - A site planning technique that concentrates buildings in specific areas on the site to allow the remaining land to be used for recreation, common open space, and/or preservation of environmentally, historically, culturally, or other sensitive features and/or structures. The techniques used to concentrate buildings shall be specified in the Zoning Ordinance and may include, but are not limited to, reduction in lot areas, setback requirements, and/or bulk requirements, with the resultant open land being devoted by deed restrictions for one or more uses. Under cluster development there is no increase in the number of lots that would be permitted under conventional development.

Conservation Restriction - A right to prohibit or require a limitation upon or an obligation to perform acts on or with respect to or uses of a land or water area, whether stated in the form of a restriction, easement, covenant, or condition, in any deed, will, or other instrument executed by or on behalf of the owner of the area or in any order of taking, which right, limitation, or obligation is appropriate to retain or maintain the land or water area, or is appropriate to provide the public the benefit of the unique features of the land or water area, including improvements thereon predominantly in its natural, scenic, or open condition, or in agricultural, farming, open space, wildlife, or forest use, or in other use or condition consistent with the protection of environmental quality.

Homestead Lot - A minimum 10 acre lot created as part of a Conservation Design Development, primarily used for a private residence, with a secondary use contributing towards one or more purposes of Conservation Design Development. (An applicant may wish to include a minimum of 11 acres for a Homestead Lot so that it may qualify for the Farm, Forest, and Open Space tax program.)

Nonprofit Conservation Organization - Any charitable corporation, charitable association or charitable trust (such as a land trust), the purposes or powers of which include retaining or protecting the natural, scenic or open space values of real property, assuring the availability of real property for agricultural, forest, recreational or open space use, protecting natural resources, maintaining or enhancing air or water quality, or preserving the historical, architectural, archaeological or cultural aspects of real property.

Open Space - [already in subdiv regs]

Yield Plan - A plan of a conventional subdivision or land development project that depicts the maximum number of single family building lots or units that can reasonably be built on a parcel of land under the current zoning and land development and subdivision requirements. A conventional yield plan is required for all Residential Compound and Conservation Development applications.

Article IV. Special Requirements

D. Conservation Design Development

1. **Definition** - Conservation Design Development is a type of residential Cluster Land Development Project, as authorized by RIGL 45-24-47, which preserves at least 50% of a property as meaningful open space, while developing the most appropriate areas within the parcel on reduced sized lots such that density remains neutral. It is an alternative to conventional residential subdivision.

2. Conservation Design Development, as provided for in the Zoning Ordinance under Article VII, Section 19, shall be reviewed and approved by the Planning Board in accordance with the procedures and requirements contained in these regulations. Additional submission requirements are noted in Article V, Section G, and have been included on the checklists.

3. The Planning Board shall have the authority to require that a major or minor subdivision which is being proposed for conventional subdivision be developed as a Conservation Design Development. The Board shall notify the applicant of such no later than the Master Plan review stage for a major subdivision, and no later than the Preliminary Plan review stage for a minor subdivision, and shall make findings of fact in writing supporting the requirement.

4. **General Criteria and Standards**- refer to Article XIII – Physical Design Requirements and Public Improvement Standards

5. **Procedure for Review and Approval**- refer to Article V- Procedure for Review and Approval of Plats and Plans.

6. **Open Space Use**- See the Zoning Ordinance, Article VII Section 19, for uses allowed within the open space/conservation land. The Planning Board shall approve of the individual uses proposed for each open space/conservation land parcel as part of the plan review process. A specific land management plan may be required by the Zoning Ordinance or the Planning Board for the intended use. The approved uses shall be described in the required Open Space Use, Maintenance, and Operations Plan, which may incorporate any specific land management plan.

7. **Restrictions and Required Conditions of Approval**- (Cross-referenced from the Zoning Ordinance Article VII Section 19)

- a. Further subdivision of all house lots and common open space created as part of a Conservation Design Development, including Homestead Lots, shall be prohibited in perpetuity.
- b. The required open space shall be restricted in perpetuity from future development, except in accordance with an approved Open Space Use, Maintenance, and Operation Plan.
- c. Changes in the use of the open space shall be in accordance with those uses allowable within the open space in a Conservation Design Development, as governed by the Zoning Ordinance, and shall be approved by the Planning Board as an amendment to the plan.
- d. No disturbance to the open space shall be made to the natural contours of the land nor shall any existing natural vegetation be removed or any natural or man-made features altered in any way. Clearing and excavation of open space areas shall be permitted only for the installation of stormwater drainage facilities, or for permitted disturbance

Adopted at Planning Board September, 2010 Public Hearing, effective December 8, 2010 associated with implementing an approved Open Space Use, Maintenance, and Operation Plan.

- e. Open space land shall not be eligible for transfer to another party except for transfer to another method of ownership permitted under Subsection 8, below.
- f. A Conservation Restriction in the form of a conservation easement is required for all open space, whether privately, publicly, or commonly owned, and regardless of any other conservation easement, and shall incorporate the following requirements:

- 1) All open space shall be protected against further development and unauthorized alteration in perpetuity by appropriate deed restrictions through the grant of a Conservation Restriction to the Town of West Greenwich, the West Greenwich Land Trust, or other non-profit conservation group, pursuant to Title 34, Chapter 39 of the Rhode Island General Laws, as amended.
- 2) In addition, the perpetual maintenance of all open space shall be guaranteed by appropriate deed restrictions. The Planning Board (Legal Counsel) shall approve the form and content of all deed restrictions at the time of final approval of the subdivision. Every deed restriction providing a perpetual maintenance guarantee shall contain the following provision:

“If the owners, or their successors or assigns fail to maintain the open space, the Restriction holder may perform any necessary maintenance and enforce the payment for such costs, including reasonable attorney’s fees, by an action at law or in equity against the owners or their successors or assigns.”

- 3) The permanent Conservation Restriction shall be duly recorded in the Land Evidence Records, and shall define the range of permitted activities, as approved by the Planning Board, and include all restrictions as noted in this Subsection 7., entitled, “Restrictions.”
- 4) In the event that the Town of West Greenwich is the proposed owner of the open space, the conservation restriction shall be held by both the Town and either the West Greenwich Land Trust, or other non-profit conservation organization.

8. Open Space Ownership (cross-referenced here from the Zoning Ordinance, Article VII, Section 19, see Zoning Ordinance for ownership requirements) Conservation land within a Conservation Development subdivision shall be doubly protected through fee simple ownership and a Conservation Restriction in the form of a Conservation Easement, at the discretion of the Planning Board. The Planning Board may require two or more conservation easement holders. Open space land shall not be transferred to another entity except for transfer to another method of ownership permitted under this Subsection.

a. Open space shall be owned in fee simple by any one or more of the following entities, as further described in Article VII, Section 19, of the Zoning Ordinance :

- 1) Homeowner’s Association
- 2) Town of West Greenwich
- 3) A land trust or other non-profit conservation or recreation group
- 4) Individual owners of homestead lots, or other private individual who will use the land for open space purposes as provided by a conservation easement and conservation restriction.
- 5) Condominium Association

Adopted at Planning Board September, 2010 Public Hearing, effective December 8, 2010

b. A Conservation Easement shall also be held by the Town of West Greenwich, the West Greenwich Land Trust, or other non-profit conservation group, as further described in Article VII, Section 19, of the Zoning Ordinance. Conservation Easement holders may also include a Homeowners' Association, or any governmental body, or a charitable corporation, association, trust, or other entity whose purposes include conservation of land or water areas or of a particular area.

9. Open Space Maintenance and Management

a. The Planning Board shall specifically authorize Property Management plans for the use, management, and maintenance of all open space areas and facilities, in perpetuity, within any Conservation Development. No grading or clearing of vegetation shall be permitted within the open space land, provided however, the Planning Board may permit disturbance for installation of landscaping, parks, trails, or recreation areas; or for activities germane to agriculture, conservation, forestry, or wildlife habitat areas, as specifically authorized or required in the Property Management Plan. The applicant shall, at the time of preliminary plan submission, provide a draft Property Management Plan containing the following requirements:

1. The plan shall define ownership
2. The plan shall state the purpose of the conservation easement(s) and either include or refer to the Baseline Documentation Report.
3. The plan shall include a description of the property
4. The plan shall establish long-term management goals, along with the necessary regular and periodic operation and maintenance responsibilities, and responsible parties, for the various uses of open space (i.e. lawns, buildings, playing fields, landscaped areas, meadows, pastures, croplands, woodlands, wildlife habitat, etc.) to implement those goals.
5. The plan shall include provisions for inspections and a description of how the property will be monitored
6. The plan shall estimate staffing needs, insurance requirements, and associated costs and define the means for funding the maintenance of the open space land and operation of any common facilities on an ongoing basis. Such funding plan shall include the means for funding long-term capital improvements as well as regular yearly operation and maintenance costs;
7. The plan shall include an amendment procedure. Any changes to the plan at any point in time shall be approved by the West Greenwich Planning Board.

b. The plan shall be approved by the Planning Board prior to Final Plan approval

c. The cost and responsibility of maintaining the open space land shall be borne by the property owner, condominium association, homeowner association, conservation easement holder(s), or conservation organization.

d. In the event that the organization established to manage the open space lands and the common facilities, or any successor organization thereto, fails to maintain all or any portion of the open space or common facilities in reasonable order and condition, the Town restriction holder may assume responsibility for maintenance, in which case any escrow funds may be forfeited and any permits may be revoked or suspended. The Town restriction holder shall first serve written notice upon the responsible party noting the specific failures to maintain

Adopted at Planning Board September, 2010 Public Hearing, effective December 8, 2010 the open space, and shall include corrective actions and a timeline. Upon failure to comply within the time specified, the owner shall be in violation. The Town restriction holder may enter the premises and take corrective action, including extended maintenance. The costs of such corrective action may be charged to the property owner, condominium association, homeowner association, conservation organization, or individual property owners who make up a condominium or homeowner association and may include administrative costs and penalties. Such costs shall become a lien on said properties. Notice of such lien shall be filed by the Town restriction holder in the Land Evidence Records.

10. Resources – see Appendix C.

Article V. Procedure for Review and Approval of Plats and Plans

G. Conservation Design Development

Conservation Design Development applications shall follow the review procedure for a Minor or Major Subdivision or Land Development Project. In addition to the requirements and procedures of this Article and the applicable checklists contained in Article XV, a Conservation Design Development application shall also include the required information and follow the design and review processes of this section.

The employment of a qualified design professional is required. Note that design and review of a Conservation Design Development is an analytical process that relies on a knowledge and understanding of the site and its resources, and the interaction of the built environment in relation to the landscape and its elements. Also, there will be cases where the benefit of private ownership and use of the property exceeds the benefit of common open space resources for the community. Therefore, evaluation and input by experts in particular resource fields (forestry, agriculture, wildlife, etc.), and by the West Greenwich Conservation Commission and Land Trust, is critical to the decision making process. Each stage of review may require two or more meetings with the Planning Board as the design and purpose of the development is further refined.

1. Application

- a. Pre-application submission materials- A Pre-application meeting and review is required for all major and minor Conservation Design Development proposals, and shall include the following materials and requirements, in addition to the items required for a conventional subdivision:
 - 1) An Existing Conditions and Site Resources map * See checklist for requirements. (Design Process items 1, 5,)
 - 2) A Context Map of the Site and its Surrounding Area * See checklist for requirements (Design Process items 2, 5,)
 - 3) A Potential Conservation Areas sketch plan to designate potential conservation areas, differentiating all of the land unsuitable for development as “Primary Conservation lands,” (or, “Constraints to Development”) and a minimum of 50% of the remaining lands as the “Secondary Conservation” lands (or, “Resources”), in accordance with the Design Process noted in 2. 3. below. (Design Process items 3, 5,)

Adopted at Planning Board September, 2010 Public Hearing, effective December 8, 2010

The Planning Board shall review these maps to assess accuracy, conformance with checklist requirements, and likely impact upon the natural and cultural resources on the property. The Planning Board will also conduct an initial site visit during the Pre-application stage of review.

4) A Site Visit. The purpose of the site visit is to understand the property's existing conditions and special features, and to identify potential conservation areas, developable areas, site design issues, and areas for further study. The site walk shall be conducted during the Pre-application stage of review, after the Planning Board members have received the existing conditions maps and the site context map. A follow-up site visit may be required by the Board during the Master Plan stage of review to verify the feasibility of the yield plan and to explore the proposed development area and/or open space land in greater detail.

b. Master Plan submission materials- In addition to the items required for a conventional subdivision, the Master Plan application shall include the following materials:

- 1) Yield Plan. The applicant shall submit a realistic conventional subdivision Master Plan to determine the maximum number of lots or units permitted in the development. This "yield plan" shall meet the conventional subdivision and zoning requirements (and shall not assume that waivers will be granted). The subdivision design shall consider all available information as required from the Pre-application and Master Plan checklists. Proposed house sites shall meet the minimum suitable land requirements and proposed road locations shall be in areas that do not pose any physical or environmental limitations. The Planning Board may require test pits in areas the Board considers to be marginal. Lots shall not be considered if an OWTS would require a variance from RIDEM. If a formal wetlands application is necessary for the proposed yield plan, the Board shall assume it will not be granted by RIDEM, unless the applicant can demonstrate otherwise with written confirmation by RIDEM. (Design Process item 4)
- 2) Conceptual Layout Plans. Due to the flexibility of a conservation design subdivision, a number of layouts may be possible. Therefore, the Conservation Design Development application process requires that two or more layout options be presented to the Planning Board for the various required map submissions. During the process, a favored layout may become evident based on the goals of the design and the particular features of the site. (Design Process 3, 5, 6, and 7) (Composite Map)
- 3) All plans as required during Pre-application are also required again at Master Plan, in greater detail, as necessary.
- 4) A report or study by qualified professionals including an inventory of the conservation values of the property and stating the purpose(s) of the conservation lands (draft Baseline Documentation Report).

The Planning Board shall solicit comments from the West Greenwich Land Trust, Town Council, and/or Conservation Commission as part of the Master Plan review requirements regarding the potential open space.

- c. Preliminary Plan submission materials- In accordance with the procedure of this article and the Preliminary Plan checklist. Details for the use, ownership, and maintenance of the open space conservation land are also due at this stage of review (draft Conservation Easement document and draft Property Management document- see Checklists for minimum requirements). The program for the open space may require supporting submission materials such as a Forest Management Plan, Wildlife Habitat Management Plan, trail design, etc. (Design Process items 8, 9, and 10)
- d. Final Plan submission materials- Final Plan submission materials and requirements for a Conservation Design Development include the following documents which shall be reviewed by the Town Solicitor as part of Final review:
 - 1) Final Open Space Property Management Plan, including the precise boundaries, exact acreage, and proposed ownership of all open space and conservation areas (see checklist ** for requirements).
 - 2) Final Baseline Documentation Report (see checklist ** for requirements).
 - 3) Final Conservation Easement document, including a legal description of the parcel subject to the encumbrance (see checklist ** for requirements).
 - 4) All offers of dedication of realty or structures and all declarations, easements, and covenants governing the preservation and maintenance of undedicated open space.
 - 5) A copy of such deed restrictions, easements, covenants, and declarations that are to be imposed upon the property to comply with the final Plan as approved by the Board.
 - 6) The legal instruments detailing the ownership and maintenance of the common open space.
 - 7) Homeowner's Association Bylaws (if applicable) see Zoning Ordinance Article VII Section 19 for requirements.
 - 8) Any other legal document as required by either the Zoning Ordinance or the Land Development and Subdivision Regulations.
 - 9) The developer shall submit with the final plat a statement, in writing, duly executed and acknowledged, and binding upon the developer and the developer's heirs, devisees, executors, administrators, successors and assigns, which statement shall be approved by the Planning Board and be thereafter recorded simultaneously with the recording of the approved final plat in the Town Clerk's office, and which shall contain the following:
 - (1) That the land lies within the approved Conservation Design Development.
 - (2) That development of the land is permitted only in accordance with the land use approved by the Planning Board of the Town of West Greenwich.
 - (3) That no further development or subdivision of the tract or lots therein shall be permitted, with the exception of an administrative subdivision.

The documents shall be recorded simultaneously with the Final Plat in the Town of West Greenwich Land Evidence Records. In addition, the Developer shall give each

Adopted at Planning Board September, 2010 Public Hearing, effective December 8, 2010
original purchaser of a lot in the Conservation Design Development a copy of all such documents.

e. Record Plan

The Record Plan shall contain the following statements:

- a. "These premises are subject to restrictions, conditions, covenants, and easements that are contained in instrument(s) recorded simultaneously with this Final Plat in Book _____ and Page(s) _____ of the Town of West Greenwich Land Evidence Records, and are incorporated herein by reference."
- b. "Further subdivision of any lot as depicted on this plan, approved by the Planning Board as a Conservation Design Development, is prohibited in perpetuity, in accordance with the restrictions of the Zoning Ordinance and the Land Development and Subdivision Regulations."

2. Design Process

The design of a Conservation Development shall be created in accordance with the following 10 steps, as noted in the Rhode Island Conservation Development Manual. The Planning Board may require the applicant to submit separate plans indicating the findings of each step in the design process, if not otherwise required by a checklist.

1. Analyze the Site- review the existing site conditions and features, taking care to identify sensitive and noteworthy natural, scenic, and cultural resources on the site, including stone walls and significant trees. (Base Map and Existing Conditions and Site Resources Map) (Pre-application submission, refine for Master Plan)
2. Evaluate Site Context- Identify natural and cultural resource systems that surround the site, including the character of the neighborhood. Identify connections to surrounding land uses and activities, including transportation networks, (roadway, bicycle, and pedestrian), protected open space and recreational areas, and water resources (streams, wetlands, groundwater aquifer and recharge areas, etc.) (Context Map of Site in its Surrounding Area) (Pre-application submission, refine for Master Plan)
3. Designate Potential Conservation Areas- Proposed conservation lands shall be designated using the results of the above two steps. All of the Land Unsuitable for Development (as defined in Article III, Section B) shall be designated as "Primary Conservation areas." "Secondary Conservation Areas" shall consist of a minimum of 50% of the suitable land, including the natural, cultural, and visual resources identified as noteworthy during the above two steps. Secondary Conservation Areas shall be prioritized in terms of their highest to least potential for inclusion within the open space lands, in consultation with the Planning Board, and considering the parcel's configuration, overlapping of multiple resources, and context in relation to adjoining resource areas. The total conservation area requirements are the sum of Primary and Secondary Conservation Areas, which may total more than 50% of the land in the development. Conservation areas shall be delineated in a manner clearly indicating their boundaries as well as the types of resources included within them. (Pre-application submission, refine for Master Plan) (Potential Conservation Areas sketch plan, Report including inventory of the conservation values of the property.)

Adopted at Planning Board September, 2010 Public Hearing, effective December 8, 2010

During this step, a conservation theme or themes shall be identified. This theme shall be identified at the time of the initial application. Conservation themes may include, but are not limited to, forest stewardship, water quality preservation, farmland preservation, natural habitat preservation or restoration, viewshed preservation, or archaeological and historic properties preservation. The Planning Board shall have the ability to specify which areas shall be preserved. Advisory comments from the Conservation Commission and Land Trust shall be considered during the selection of the open space areas.

4. Determine the Maximum Number of Units- the maximum number of units permitted in a conservation development shall be no greater than the number of units permitted on the same parcel as would be developed as a conventional subdivision. A yield plan shall be submitted at the Master Plan stage, based on a reasonable development scheme given the suitability of the property. The Planning Board may require testing on individual lots, and other requirements, to prove (demonstrate) feasibility of the Master Plan.
(Conventional Subdivision/ Yield Plan) (Master Plan)

5. Locate Development Areas and Explore Conceptual Alternatives-Once the Board has approved the number of units, determine the areas most appropriate on which to locate/develop those units by combining the Existing Conditions and Site Resources Map and the Potential Conservation Areas sketch plan into a Composite Map. Several scenarios should be generated in order for the Planning Board to evaluate the best alternative. The Board and the applicant should consider optimum soils, water availability, the visual character of the open space, the experience of visiting or living in the community, and the Context Map of the Site in Its Surrounding Area. (Composite Map, Conceptual Layout Plans) (Master Plan)

6. Locate House Sites- Potential house sites shall be tentatively located using the Composite Map, or the “chosen” Conceptual Layout Plan. House sites should take advantage of locations providing attractive views, privacy, and yard space, while accommodating adequate access, drainage, and suitable locations for a well and septic system. (Additional house siting requirements are noted in the Design Requirements Section.) (Master Plan, refine at Preliminary Plan)

7. Layout Streets, Trails, and Other Infrastructure-After designating the house sites, design a street plan to provide vehicular and pedestrian access to each house, complying with the standards in Articles XIII, and bearing a logical relationship to topographic conditions. Care should be taken to avoid negative affects to the open space, particularly with respect to crossing environmentally sensitive areas such as wetlands and traversing slopes exceeding 15 percent. Pedestrian walkways should be used to connect the neighborhood especially through areas where streets do not connect. Show conceptual drainage locations and strategy for Low Impact Development drainage design. If applicable, a tentative network of trails shall also be shown, connecting streets with various natural and cultural features in the conservation land, and potential trail connections to adjacent parcels in areas where a connected trail network is envisioned. (Master Plan, refine at Preliminary Plan)

Adopted at Planning Board September, 2010 Public Hearing, effective December 8, 2010

8. Design and Program Open Space- (Preliminary Plan) Proposed uses and design for the open space areas should be carefully planned to take advantage of existing natural, cultural, and historical features, and the potential for active agriculture and forestry, and active or passive recreation. Conservation areas shall be delineated in a manner clearly indicating their boundaries as well as the types of resources included within them. Potential owners and/or easement holders for the Open Space, if known, shall be involved in this step.

9. Draw in the Lot Lines- after designating the open space conservation areas and the roadway and drainage infrastructure locations, lot lines can be drawn to delineate the boundaries of individual residential lots within the areas designated for development. Each lot shall conform to the dimensional requirements of the Zoning Ordinance for a Conservation Development, and the Lot Design Standards of Article XIII Section C of these regulations. (Preliminary Plan)

10. Establish Ownership and Management of Open Space and Other Shared Amenities (Preliminary Plan, refine at Final Plan)- Proposed ownership shall be determined for the various aspects of the open space, and initial comments shall be submitted to the Planning Board regarding the desirability of the land to the potential owner(s). An Open Space Use, Maintenance, and Operations Plan detailing the entities responsible for maintaining various elements of the property and describing management objectives and techniques for each part of the property shall be drafted for the Preliminary review stage, and finalized for the Final Plan. Such management plans shall be consistent with the requirements of Article XIII, Section N.

Article XIII – Physical Design Requirements and Public Improvement Standards

N. Conservation Development

The physical design requirements and public improvement standards for Conservation Design Developments shall meet all of the requirements of Sections A through M of this Article, and shall also meet the following additional requirements of this section as follows:

1. Residential Development Design Standards-
 - a. Views of house lots from exterior roads and abutting properties shall be minimized by the use of changes in topography, existing vegetation, or additional landscaping buffers.
 - b. House lots shall be accessed from interior streets rather than from roads bordering the tract.
 - c. Placement of homes along one side of the local road (“Single-loaded” streets) may be required by the Planning Board to enhance design
 - d. Lot lines shall follow natural boundaries such as stonewalls, tree lines, etc. as practicably possible.
 - e. Where possible, incorporate existing special features such as unique trees, stone walls, glacial erratics, attractive views, etc. into the design of the home sites.
 - f. Consideration shall be made for solar orientation, wind protection, and other energy efficient house siting techniques.

2. Utilities

- Water- shall be provided by private individual on-site wells
- On-site Wastewater Treatment System (OWTS/ISDS)- shall be located on individual lots (off-lot or shared systems shall not be permitted)
- Community Wells- not permitted
- Community Wastewater Treatment Facilities- not permitted

Stormwater Best Management Practices- Stormwater facilities and structures for which Town maintenance will be required shall not be located on individual house lots, nor encumbered by a conservation restriction, and shall be encompassed by a Drainage and Right of Access easement. Drainage easement areas located within the open space lands may count toward minimum open space requirements provided they are naturally landscaped and provide wildlife habitat. Conveyance systems shall be within the public right-of-way. Stormwater management shall be incorporated into the subdivision improvements, landscaping, and lot design using Low Impact Development techniques.

3. Street Design Standards

1. Streets within a Conservation Development shall be publicly owned and maintained and shall conform to the standards of Article XIII, Section B.

(add this to page 70 Article XIII B 4. h. in regs)

- h. Neighborhood streets may take the form of a two-way street, or a one-way loop street around a small neighborhood green.

4. Trail Design Standards

Trails shall be designed according to principles of quality trail design, and incorporate accessibility features as practicable. Guiding resources are provided in Appendix C. The general location of recreational trails should be sketched out on the Master and Preliminary Plans. The owners of the open space shall be responsible to develop the trails, and to ensure the trails are built properly and do not readily erode. Trails shall be constructed prior to the sale of any house lot, and shall be financially guaranteed as part of the subdivision improvements.

5. Open Space and Conservation Land Design Standards

Land proposed for the Conservation component shall meet the following design criteria:

1. Include all of the land determined as unsuitable for development, also known as constraints to development and/or sensitive features. (Primary Conservation areas)
2. Include a minimum of 50% of the suitable land from the total development, incorporating the character defining features of the site (such as hedgerows, scenic views, etc.), the culturally significant features, and the other environmentally sensitive features not considered land unsuitable for development; and as prioritized for inclusion within the open space by the Planning Board on a case-by-case basis (Secondary Conservation

Adopted at Planning Board September, 2010 Public Hearing, effective December 8, 2010
areas). Road right-of-ways shall not be counted towards the required minimum open
space.

3. The open space shall be established as a lot or lots separate and distinct from the lots intended for residential uses (except as permitted for 'homestead' lots), and from land dedicated as street right-of-ways.
 4. It shall be free of all structures except cultural artifacts, stone walls, and structures related to open space uses.
 5. Environmentally sensitive conservation land shall be designed in as large contiguous conservation areas as practicable to minimize fragmentation.
 6. Where feasible, open space borders shall utilize natural boundaries
 7. It shall be directly accessible to as many lots or dwellings within the development as practicable. Lots or units which cannot be physically adjacent to the open space may be provided with visual and/or safe and convenient pedestrian access to the open space, where possible.
 8. It shall directly abut existing and/or potential future conservation land, as identified in the Town's map of Potential Conservation Land, to serve as part of a larger interconnected greenway network, where applicable.
 9. It shall provide for pedestrian and maintenance access to those areas for public or common use, in accordance with the following requirements:
 - a. Each neighborhood shall provide one centrally located access point per 15 lots, a minimum of thirty (30) feet in width.
 - b. Trails and other open space improvements shall be designed to avoid fragmenting plant and animal habitat areas, and to avoid adversely impacting archeological sites.
 10. All conservation land that is not wooded, farmed, or managed as meadows shall be landscaped in accordance with the landscaping requirements of Section D (Landscaping Standards) of this Article.
 11. The conservation area shall be staked and marked by a surveyor in the field and on the plan.
6. Open Space and Conservation Land Maintenance and Management- see Article IV, Section D.
7. Conservation Design Development Restrictions- see Article IV, Section D, and the West Greenwich Zoning Ordinance Article VII Section 19.

Adopted at Planning Board September, 2010 Public Hearing, effective December 8, 2010

Article XIV Construction Specifications

Add to Section C. 1. Construction Activity

Item c. Proposed conservation lands and other sensitive features, such as historic stonewalls and large specimen trees shall be adequately protected during construction, such as including the use of fencing and informational signage. Such protective measures, including limits of disturbance and erosion and sedimentation controls, shall be installed prior to the start of construction.

add to Section C. 7 As-Built Drawings

Item 6) Open space improvements such as trails, ball fields, etc. as required by the Planning Board for Conservation Design Developments

APPENDIX C. Conservation Design Development Resources

Design Process

The Rhode Island Conservation Development Manual: A Ten-Step Process for Planning and Design of Creative Development Projects; RIDEM 2003

Available at <http://www.dem.ri.gov/programs/bpoladm/suswshed/condev.htm>

Conservation Reports, Management Plan, and Legal Documents

Rhode Island Conservation Easement Guidance Manual; 2009

Available at http://www.nbwctp.org/programs/easements_openspace.html

Mapping Conservation Features and Data Sources for West Greenwich

- a) South County Greenspace Protection Project Maps for West Greenwich, posted on RIDEM website at <http://www.dem.ri.gov/maps/scg.htm>
- b) Rhode Island State Geographic Information System data layers, available at <http://www.edc.uri.edu/rigis/>
- c) RI Geographic Data Viewer on RIDEM website, available at <http://www.dem.ri.gov/maps/index.htm>
- d) Rhode Island Critical Resource Atlas, available from URI Environmental Data Center at <http://www.edc.uri.edu/riatlas/>
- e) Rapid Site Assessment, from URI Cooperative Extension, at <http://www.uri.edu/ce/wq/NEMO/Tools/siteassess.htm#RASintro>
- f) Rhode Island Digital Atlas base maps, available from <http://www.edc.uri.edu/atlas/>
- g) Historic and Architectural Resources of West Greenwich, Rhode Island: A Preliminary Report, available from http://www.preservation.ri.gov/pdfs_zips_downloads/survey_pdfs/west_greenwich.pdf
- h) South County Greenspace Protection Strategy- Project Report, available on RIDEM website at <http://www.dem.ri.gov/programs/bpoladm/suswshed/scgreen.htm#report>

Trail Design and Construction Resources

The USDA Forest Service Trail Design and Maintenance Notebook, available at

<http://www.fhwa.dot.gov/Environment/fspubs/00232839/index.htm>

Massachusetts Department of Conservation and Recreation: Trails Guidelines and Best Practices Manual, available at <http://www.mass.gov/dcr/stewardship/greenway/publications.htm>

Minnesota Department of Natural Resources- Trail Planning, Design, and Development Guidelines, available at <http://www.bestpracticsmn.org/presentations/NRW9-20-06/FULL%20DOCUMENT%20no%20cover.pdf>

Forest Service Trail Accessibility Guidelines, available at

<http://www.fs.fed.us/recreation/programs/accessibility/FSTAG.doc>

USDA Forest Service Accessibility Guidebook for Outdoor Recreation and Trails, available at www.fs.fed.us/recreation/programs/accessibility/htmlpubs/htm06232801/index.htm

ARTICLE XV - CHECKLISTS

- A. Administrative Subdivisions
- B. Preliminary Plan Checklist – Minor Land Developments, Minor Subdivisions, and Development Plans
- C. Final Plan Checklist – Minor Land Developments, Minor Subdivisions, and Development Plans
- D. Pre-application Meetings and Concept Review (Minor, Major, or Development Plan)
- E. Master Plan Checklist – Major Land Developments and Major Subdivisions
- F. Preliminary Plan Checklist – Major Land Developments and Major Subdivisions
- G. Final Plan Checklist – Major Land Developments and Major Subdivisions
- H. Administrative Requirements for Inclusionary Zoning
- I. Application for Waivers or Modifications
- J. Stormwater Management Design Checklist

A. CHECKLIST – ADMINISTRATIVE SUBDIVISION

The applicant shall submit to the Administrative Officer one (1) Mylar and five (5) blue-line copies of the proposed plat for recording. (A single copy may be submitted for initial review and comment.) The scale shall be sufficient to 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:

1. ___ Name and address of all property owners and applicants
2. ___ Date of plan preparation, with revision date(s) (if any)
3. ___ Graphic scale and true north arrow
4. ___ Plat and lot numbers of the parcel being re-subdivided
5. ___ Zoning district(s) of the parcel being re-subdivided, including all zoning requirements (such as for impervious coverage, parking, and setbacks). If more than one district, zoning boundary lines must be shown
6. ___ Existing property lines, easements and rights of way
7. ___ Proposed property lines, drawn so as to distinguish them from existing property lines
8. ___ Existing and proposed area(s) of the parcel(s) being re-subdivided
9. ___ Approximate location of wooded areas and wetlands (if any)
10. ___ Location and size of existing buildings, structures, utilities and improvements
11. ___ Location, width and names of existing public and private streets within or immediately adjacent to the parcel being re-subdivided
12. ___ Certification (stamp) of a Professional Land Surveyor that the plan conforms to a minimum of a Class II Survey
13. ___ Filing fee (\$100)
14. ___ RIDEM approvals, if any
15. ___ Deed(s) to be recorded for land transfer(s) (Required as part of Administrative Subdivision approval and recording.)
16. ___ Are either of these parcels in the Farm Forest and Open Space Act tax program?
17. ___ Locus inset map
18. ___ Cover letter and signature of all property owners.
19. ___ Photocopy of Certificate of Authorization to Practice in the State of Rhode Island for design professional.

**B. CHECKLIST – PRELIMINARY PLAT
MINOR LAND DEVELOPMENTS, MINOR SUBDIVISIONS,
AND DEVELOPMENT PLAN REVIEW**

A. Preliminary Plat Map(s)

The applicant shall submit to the Administrative Officer at least seven (7) 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 the title block). Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

- 1.____ Name of the proposed subdivision (or development project)
- 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 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 subdivided or 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 buildable lots, dwellings, or other units
- 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 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 200 feet of the perimeter of the subdivision parcel or development. (A valid Wetland Edge Verification by RIDEM is required if wetlands are within 300 feet of proposed area to be developed on any subdivision of land.)
- 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, stormwater 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, archeological 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.____ Proposed 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. (Conservation Design Developments shall follow the design process in Article V. Section G 2, and the Physical Design Requirements in Article XIII Section N.)
- 24.____ 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, and outdoor storage.
- 25.____ 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
- 26.____ Building Envelope for each lot
- 27.____ Notation of Area Suitable for Development for each lot
- 28.____ For projects proposing 4 or more residential lots or units (including the original lot or unit), notation on the plan that 20% of the total lots or units, rounded up to the next whole number, shall be designated for Low or Moderate Income Housing under the Inclusionary Zoning Requirements of the West Greenwich Zoning Ordinance.
- 29.____ Indication on the specific lots or units proposed to be earmarked as for the production of low or moderate income housing
- 30.____ Aerial photograph or a black line copy of an existing aerial photograph of the proposed development parcel and surrounding area, at a scale of 1"= 400' or larger
- 31.____ 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

- 32.____ 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.
- 33.____ Base flood elevation data and location of 100-year flood plain
- 34.____ For projects other than single family homes, notation indicating the zoning dimensional requirements including square footage and percent structure coverage and impervious coverage for existing and proposed development.
- 35.____ Grading plan to show proposed contours at two foot intervals for all grading proposed for on and off-site street construction, drainage facilities and grading upon individual lots if part of proposed subdivision improvements (if applicable)
- 36.____ Proposed drainage plan and 2 copies of drainage calculations prepared by a Registered Professional Engineer, if required.
- 37.____ Soil erosion and sediment control plan, including limits of disturbance, and plan for protecting completed public improvements during building construction.
- 38.____ Proposed 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, parking areas, buffer areas, around buildings, and upon individual lots if part of the proposed subdivision or project improvements
- 39.____ Lighting plan, if applicable, including location, direction, power and timing, and details for all outdoor pole and building mounted lighting. (Photometric plan)
- 40.____ Location, dimension and area of any land proposed to be set aside as open space, and proposed use, including proposed improvements and 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.)
- 41.____ Location of proposed boulder burial areas (stumps shall not be buried)
- 42.____ Proposed signage plan, if applicable, including location, size, color, and illumination.
- 43.____ Proposed street plan and profiles drawn at a scale of 1"= 40' horizontal and 1"= 4' vertical
- 44.____ Street cross-sections
- 45.____ For projects other than single family detached structures, submit architectural renderings (Prepared by a RI Registered Architect) with proposed heights and including any proposed division of buildings into units of separate occupancy, and breakdowns of all proposed floor space by type of use.
- 46.____ Any other item(s) as required by the Zoning Ordinance or these regulations.
(e.g., Exit 7 SMD, CZD, SRD, Residential Compound, Conservation Design Development, etc.)
- 47.____ Certification by a Professional Land Surveyor that a current perimeter survey of the land being subdivided or developed has been performed and conforms to a Class I Survey

11. ____ Two (2) copies of traffic analysis and site distance report, prepared by a Registered Professional Engineer.
12. ____ Two (2) copies of drainage calculations, prepared by a Registered Professional Engineer.
13. ____ Copies of permits from all appropriate Federal, State, and local regulatory agencies, if applicable.
14. ____ For projects with road creation, 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.
15. ____ Copies of return receipts for Certified Mail notices
16. ____ Either of the following:
 ____ A letter to the Planning Board of the developer's intent to complete the required improvements prior to endorsement and recording; or,
 ____ A letter to the Planning Board requesting that security sufficient to cover the cost of required improvements be established by the Board
17. ____ Is this property in the Farm Forest and Open Space Act tax program?
18. ____ Copy of Certificate of Authorization to Practice in the State of Rhode Island for 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 to start of construction and that there are no outstanding municipal liens on the parcel
20. ____ 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:
 ____ draft Open Space Property Management Plan (ie, Forest Management Plan, etc.)
 ____ draft Conservation Easement documents
 ____ draft Homeowner Association bylaws (if proposed)

C. 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 G 2, and submit the following additional items, after having a Pre-application Plan review with the Planning Board:

1. ____ The Planning Board may require soil testing for septic suitability on a sample of the lots designed in A above.
2. ____ the required Preliminary 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.____ an Existing Conditions and Site Resources Map with information from the Pre-application plan, and including greater detail as required on the Preliminary Plan and including those elements for further study as determined by the Planning Board
- 5.____ a Potential Conservation Areas plan with information from the Pre-application plan, and further refined considering details from 4.above. This plan shall include identification of the most suitable locations for house sites.
- 6.____ 2 alternative layouts for roads and house lot configurations in conformance with the zoning dimensional requirements for Conservation Design Development, working off the Potential Conservation Areas plan from 5 above. This plan shall include potential trails and other open space amenities, along with conceptual drainage design.
- 7.____ Proposed ownership for the conservation open space land
- 8.____ Proposed conservation easement, restrictions, and easement holders
- 9.____ Proposed maintenance and management responsibility for the open space

**C. CHECKLIST – FINAL PLAT
MINOR LAND DEVELOPMENTS AND MINOR SUBDIVISIONS**

The applicant shall submit to the Administrative Officer copies of final site plans and supporting materials as indicated below:

A. Plat Plans to be Recorded – One copy of the final plat plan drawn on mylar to a scale of 1 inch to 40 feet. The scale may be modified with the permission of the Administrative Officer. In addition, five (5) blueline copies shall also be submitted. 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. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.). The following information shall be shown on the plans (with the exception of the north arrow, items 1-7 should be located within the title block):

- 1.____ Name of the proposed subdivision or development project
- 2.____ Notation that the subdivision or development is located in the Town of West Greenwich, RI
- 3.____ 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.
- 4.____ Name, address and telephone number of engineer or land surveyor
- 5.____ Date of plan preparation, with revision date(s) (if any)
- 6.____ Graphic scale and true north arrow
- 7.____ Plat and lot number(s) of the parcel being subdivided or developed
- 8.____ 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
- 9.____ Locus map inset
- 10.____ Perimeter boundary lines of the project parcel(s), drawn so as to distinguish them from other property lines
- 11.____ Location and dimensions of existing property lines, easements and rights-of-way within or immediately adjacent to the parcel(s) being developed
- 12.____ Location, width and names of proposed and existing streets within and immediately adjacent to the parcel being developed
- 13.____ Names of abutting property owners and property owners immediately across any adjacent streets
- 14.____ Location of proposed permanent bounds
- 15.____ Location of all interior lot lines and street lines with accurate dimensions indicated
- 16.____ Location and number of all proposed lots, with accurate areas indicated

- 17.____ Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated
- 18.____ Location of fire suppression cisterns or dry hydrants
- 19.____ Location of wetlands, streams, and other water bodies, and associated State and local setback distances
- 20.____ Building envelope for each lot
- 21.____ For non-residential projects, the location and dimensions of improvements required in A. 23 through A. 26 on Checklist B. of these regulations.
- 22.____ Notation of special conditions of approval imposed by the Planning Board (if any)
- 23.____ Notation of any permits and agreements with state and federal reviewing agencies (if any)
- 24.____ For projects proposing 4 or more residential lots or units (including the original lot or unit), notation on the plan that 20% of the total lots or units, rounded up to the next whole number, shall be designated for Low or Moderate Income Housing under the Inclusionary Zoning Requirements of the West Greenwich Zoning Ordinance.
- 25.____ Indication on the specific lots or units proposed to be earmarked for low or moderate income housing
- 26.____ Certification by a Professional Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to meet a Class I Survey and to conform to Procedural and Technical Standards For the Practice of Land Surveying In the State of Rhode Island and Providence Plantations as Prepared by the Rhode Island Society of Professional Land Surveyors, Inc., May 1992, as amended.
- 27.____ Submission Cover Sheet and signature of all property owners and applicants.

B. Final As-Built Drawings – For projects involving street creation and/or drainage improvements, Five (5) blue-line copies of as-built plans drawn to a scale of 1 inch to 40 feet. 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. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

- 1.____ Final as-built plans as listed in Article XIV, Section C 7, including plans of any additional improvements as required by the Planning Board as a condition of approval.
- 2.____ Certification (stamp) of a Registered Professional Engineer that the as-built drawings are correct, and that all systems including roads and utilities will function as designed and constructed.
- 3.____ As-built street plan and profiles drawn at a scale of 1"=40' horizontal and 1"=4' vertical

C. Supporting Materials

1. ___ Checklist H - Administrative Requirements for Inclusionary Zoning
2. ___ Two original signed copies of all legal documents describing the property, including proposed easements and rights-of-way, dedications, restrictions, or other required legal documents. A Metes and Bounds description is required for all legal documents. Easements shall be tied into the road bounds.

Specify: _____

3. ___ 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).
4. ___ Certificate of the Tax Collector showing that all taxes due on the parcel being subdivided have been paid for a period of five (5) years prior to filing of the final plat and that there are no outstanding municipal liens on the parcel
5. ___ Deed transferring land proposed for dedication to the Town or other qualified group or agency for open space or public purposes
6. ___ Cost of all improvements, and cost estimate of remaining improvements
7. ___ Any other item(s) as required by the Zoning Ordinance or these regulations. (e.g., Exit 7 SMD, Residential Compound, Conservation Design Development, etc.)
8. ___ Ten (10) copies of reduced plans to be recorded (11" X 17") (A, above)
9. ___ Ten (10) copies of reduced As Built plans (11" X 17") (B, above)

D. Payment of Required Fees - Payment of the following fees or posting of financial guarantees, if required, to be prior to endorsement by the Planning Board and recording of final plans:

1. ___ Filing Fee - \$150 + \$50 per lot or unit, or, if a multi family dwelling, \$150 + \$10 per bedroom.
2. ___ Final plat recording fee - Amount _____
3. ___ Financial guarantees
Initial amount _____
Date set by Planning Board _____
4. ___ Fees in-lieu-of land dedication - Amount _____
5. ___ Inspection fee (Project Review Fee) - Amount _____

6.____ Maintenance bond for acceptance of public improvements (if applicable)

Amount _____

Date of Council Acceptance _____

Description _____

Date of Expiration of Maintenance Bond _____

7.____ Fire Suppression Fees in-lieu-of dedication – Amount - _____

8.____ Is this parcel in the Farm Forest and Open Space tax program?

9.____ Street signs- \$50.00 per sign at ____ signs= Amount _____

**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.

**E. CHECKLIST - MASTER PLAN
MAJOR LAND DEVELOPMENTS AND MAJOR SUBDIVISIONS**

The applicant shall submit to the Administrative Officer at least seven (7) 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. Plans shall include a certification that all plans and improvements conform to all existing and amended standards of the State of Rhode Island and Providence Plantations, Board of Registration for Professional Engineers and Board of Registration of Land Surveyors. At a minimum, the following information shall be provided:

A. Master Plan Drawing(s) - A map or plan of the subdivision or 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 the title block):

- 1.____ Name of the proposed subdivision or development project
- 2.____ Names and addresses 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 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 or 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.____ Locus map inset
- 9.____ Perimeter boundary lines of the parcel(s), drawn so as to distinguish them from other property lines
- 10.____ Area of the project parcel and proposed number of buildable lots, dwellings, or units
- 11.____ Location and dimensions of existing property lines, man-made paths, easements, and rights-of-way, within or adjacent to the project parcel
- 12.____ 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
- 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 watercourses present on or within 200 feet of the property being subdivided or developed, as verified by a valid RIDEM Wetland Edge Verification, and any available water table data (including scattered test pits indicating the mottling zone)
- 16.____ Areas of agricultural use
- 17.____ Existing topography with minimum contour intervals of two feet, certified by Surveyor or Photogrammetrist (ASPRS) per Article XIII, Section M. Shade the slopes greater than 15% to 25%, and shade out darker slopes greater than 25%
- 18.____ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subject parcel(s)
- 19.____ Location and dimension of all existing utilities within and immediately adjacent to the parcel(s), including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, wells, septics, utility poles, stormwater drainage facilities or other above or underground utilities.
- 20.____ Proposals, if any, for connection with existing water supply and sanitary sewer systems or a notation that wells and ISDS are proposed
- 21.____ Provisions for collecting and discharging stormwater, including water table data from test pits in proposed collection areas.
- 22.____ Location of historic sites or cemeteries on or immediately adjacent to the project (if any)
- 23.____ Location of any unique natural and/or archeological & historic features, including stone walls and rock outcroppings
- 24.____ Notation on plan if the parcel(s) are located within ____ Natural Heritage Areas (RIDEM), or ____ Zoning Overlay Districts, if any
- 25.____ 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
- 26.____ Proposed building footprints, paved areas, and uses of the site
- 27.____ Building Envelope on each lot
- 28.____ Notation of Area Suitable for Development on each lot
- 29.____ Base flood elevation data, and location of 100-year floodplain, from FEMA maps
- 30.____ Open space use plan, if any
- 31.____ Location of Fire Suppression technique
32. ____ An aerial photograph or a black line copy of an existing aerial photograph of the proposed subdivision or development parcel and surrounding area, at a scale of 1" = 400' or larger

- 33.____ A copy of the soils map of the subdivision or development 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 subdivision or development parcel(s) the soils map shall be marked to show the location of said prime agricultural soils
- 34.____ 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.
35. ____ For projects other than single family detached structures, submit architectural renderings (prepared by a RI Registered Architect) with proposed heights and uses of the structures.
- 36.____ Any other item(s) as required by the Zoning Ordinance or these regulations. (e.g., Exit 7 SMD, CZD, SRD, Residential Compound, etc.)
- 37.____ For projects proposing 4 or more residential lots or units (including the original lot or unit), notation on the plan that 20% of the total lots or units, rounded up to the next whole number, shall be designated for Low or Moderate Income Housing under the Inclusionary Zoning Requirements of the West Greenwich Zoning Ordinance.
- 38.____ Indication on the specific lots or units proposed to be earmarked for low or moderate income housing

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 G 2, 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.____ an Existing Conditions and Site Resources Map with information from the Pre-application plan, and including greater detail as required on the Master Plan and including those elements for further study as determined by the Planning Board
- 5.____ a Potential Conservation Areas plan with information from the Pre-application plan, and further refined considering details from 4. above. This plan shall include identification of the most suitable locations for house sites.
- 6.____ 2 alternative layouts for roads and house lot configurations in conformance with the zoning dimensional requirements for Conservation Design Development, working off the Potential Conservation Areas plan from 5. above. This plan shall include potential trails and other open space amenities, along with conceptual drainage design.
- 7.____ Proposed ownership for the conservation open space land
- 8.____ Proposed conservation easement, restrictions, and easement holders
- 9.____ Proposed maintenance and management responsibility for the open space

C. 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 in No. A. above, plus items 5-11, below:

- 1.____ Filing Fee: - \$300 plus \$50 per lot or unit, or, if a multi family dwelling, \$300 + \$10 per bedroom, plus required mailing and advertising expenses
- 2.____ Cover letter and signatures of all property owners and applicants.
- 3.____ Two (2) copies of traffic analysis and site distance report, prepared by a Registered Professional Engineer.
- 4.____ 15 copies of Narrative Report, including reduced plan set.
- 5.____ For non-residential uses, include in the narrative report required in 4. above, the specific uses proposed, number of employees for which buildings are designed; type of power to be used for any manufacturing process, type of wastes or by-products to be produced by any manufacturing process, and the proposed method of disposal of such wastes or by-products shall also be shown.
- 6.____ An estimate of the approximate population of the proposed subdivision or development
- 7.____ An estimate of the number of school-aged children to be housed in the development
- 8.____ Fiscal impact statement
- 9.____ Proposed phasing, if any
- 10.____ Site Analysis (see Article XIII, Section I.) 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 and present use of the site.
- 11.____ Development Impact Statement, unless waived by Planning Board
- 12.____ 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 Inspector | Date: _____ |
| D. _____ Solicitor | Date: _____ |
| E. _____ Conservation Comm | Date: _____ |
| F. _____ Land Trust | Date: _____ |
| G. _____ Police Dept. | Date: _____ |
| H. _____ Fire District | 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 Corps Engineers | Date: _____ |
| B. _____ FEMA | Date: _____ |

13. _____ Is this parcel(s) in the Farm Forest and Open Space Act tax program?
14. _____ Project Review Fee (see Article XI, Section E.) (\$3,000.00, plus \$100 per unit or lot, after the first six.
15. _____ Copy of Certificate of Authorization to Practice in the State of Rhode Island for design professionals
16. _____ 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.

**F. CHECKLIST - PRELIMINARY PLAT
MAJOR LAND DEVELOPMENTS AND MAJOR SUBDIVISIONS**

A. Preliminary Plat Map(s) - The applicant shall submit to the Administrative Officer at least seven (7) 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, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.). Plans shall include a certification that all plans and improvements conform to all existing and amended standards of the State of Rhode Island and Providence Plantations, Board of Registration for Professional Engineers and Board of Registration of Land Surveyors.

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 the title block), if applicable:

- 1.____ Name of the proposed project, including phase number
- 2.____ Names and addresses 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 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 parcel being subdivided or 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.____ 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 subdivided or developed
- 11.____ Location, width and names of existing streets within and immediately adjacent to the parcel being subdivided or developed, including width and surface material of existing roads at access points
- 12.____ Names of abutting property owners including immediately across any adjacent streets

B. An Existing Conditions Map(s) to show the following:

- 1.____ Date of the existing conditions shown
- 2.____ Area of the parcel being subdivided or developed

- 3.____ Location and dimensions of existing property lines within or forming the perimeter of the parcel(s).
- 4.____ Location, width, and names of existing streets, easements, man-made paths, and right-of-ways within and immediately adjacent to the proposed project parcel(s) , including width and surface material of existing roads at access points
- 5.____ Names of abutting property owners and property owners immediately across any adjacent streets
- 6.____ 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.
- 7.____ Location of wetlands and watercourses present on or within 200 feet of the property
- 8.____ Existing topography with minimum contour intervals of two feet, certified by Surveyor or Photogrammetrist (ASPRS) per Article XIII, Section M.
- 9.____ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the parcel
- 10.____ Location and dimension of all existing utilities within and immediately adjacent to the subdivision or development, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, stormwater drainage facilities or other existing above or underground utilities
- 11.____ Location of historic sites or cemeteries on or immediately adjacent to the parcel (if any)
- 12.____ Areas of agricultural use (if any)
- 13.____ Location of any unique natural and/or historic features, including stone walls, archaeological sites, rock outcroppings, etc.
- 14.____ Base flood elevation data, from FEMA maps
- 15.____ Certification by a Professional Land Surveyor that a current perimeter survey of the land being subdivided or developed has been performed and conforms to a Class I Survey
16. ____ An aerial photograph or a black line copy of an existing aerial photograph of the proposed subdivision or development parcel and surrounding area, at a scale of 1" = 400' or larger
- 17.____ A copy of the soils map of the subdivision or development 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 subdivision or development parcel(s) the soils map shall be marked to show the location of said prime agricultural soils
- 18.____ 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.

C. A Proposed Conditions Map(s) to show the following:

1. ___ Proposed improvements including streets, lots, lot lines, with approximate lot areas, building envelopes, and dimensions shown. Proposed lot lines shall be drawn to distinguish from existing lot lines. (Conservation Design Developments shall follow the design process in Article V. Section G 2, and the Physical Design Requirements in Article XIII Section N.)
2. ___ 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, and outdoor storage.
3. ___ Location and dimension of all proposed utilities within and immediately adjacent to the parcel, including wells, septic, sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, stormwater drainage facilities or other proposed above or underground utilities
4. ___ Grading plan to show proposed contours at two-foot intervals for all grading proposed for on and off-site street construction, drainage facilities and upon individual lots if part of proposed development improvements
5. ___ Proposed stormwater management and drainage plan, prepared by a Registered Professional Engineer
6. ___ Soil erosion and sediment control plan, including limits of disturbance, and plan for protecting completed public improvements during building construction.
7. ___ Plan and detail/method for protecting existing trees
8. ___ 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, parking areas, buffer areas, around buildings, and upon individual lots if part of proposed subdivision or development or project improvements
9. ___ Lighting plan, if applicable, including location, direction, power and timing, and details for all outdoor pole and building mounted lighting. (Photometric plan)
10. ___ Proposed signage plan, if applicable, including location, size, color and illumination.
11. ___ Proposed street plan and profiles drawn at a scale of 1" = 40' horizontal and 1" = 4' vertical
12. ___ Street cross-sections
13. ___ Proposed street names
14. ___ Proposed sidewalks, bike paths, and trails
15. ___ Proposed street trees, if required by the Planning Board
16. ___ For projects other than single family detached structures, submit architectural renderings (prepared by a RI Registered Architect) with proposed heights and including any proposed division of buildings into units of separate occupancy, and breakdowns of all proposed floor space by type of use.

- 17.____ For projects other than single family homes, notation indicating the zoning dimensional requirements including square footage and percent structure coverage and impervious coverage for existing and proposed development.
- 18.____ For projects proposing 4 or more residential lots or units (including the original lot or unit), notation on the plan that 20% of the total lots or units, rounded up to the next whole number, shall be designated for Low or Moderate Income Housing under the Inclusionary Zoning Requirements of the West Greenwich Zoning Ordinance.
- 19.____ Indication on the specific lots or units proposed to be earmarked for low or moderate income housing
- 20.____ Location, dimension and area of any land proposed to be set aside as open space
- 21.____ 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.)
- 22.____ Location of proposed boulder burial areas (stumps shall not be buried)
- 23.____ Location of fire suppression technique
- 24.____ Any other item(s) as required by the Zoning Ordinance or these regulations. (e.g., Exit 7 SMD, CZD, SRD, Residential Compound, Conservation Design Development, etc.)
- 25.____ Certification (stamp) of a Registered Professional Engineer that the construction drawings are correct
- 26.____ Ten (10) copies of the proposed subdivision or development plan reduced to 11" x 17"

D. Supporting Materials

- 1.____ Filing Fee: \$500 plus \$100 per lot or unit, or, if a multi family dwelling, \$500 + \$20 per bedroom; 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.
- 4.____ Development Impact Statement
- 5.____ Written confirmation from the RI Department of Environmental Management pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed development, including any required off-site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration. If no wetlands are present on site, submit RIPDES approval.
- 6.____ Written confirmation that the appropriate water company or district has reviewed the plan and is able to provide water service (if proposed)

Water Company or 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 Registered Professional Engineer.
10. ____ Preliminary Subdivision Suitability Determination by the Department of Environmental Management for the use of individual sewage disposal systems (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:
 ____ 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 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 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 Inspector	Date: _____
D. ____ Solicitor	Date: _____
E. ____ Conservation Commission	Date: _____
F. ____ Land Trust	
G. ____ Town Council	
H. ____ Open Space owner/easement holders	
I. ____ Other (specify) _____	Date: _____

- 17.____ Is this parcel(s) in the Farm Forest and Open Space Act tax program?
- 18.____ Copy of Certificate of Authorization to Practice in the State of RI 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 to start of construction and that there are no outstanding municipal liens on the parcel

**G. CHECKLIST - FINAL PLAT
MAJOR LAND DEVELOPMENTS AND MAJOR SUBDIVISIONS**

The applicant shall submit to the Administrative Officer copies of final site plans and supporting materials as indicated below:

A. Plat Plans to be Recorded - One copy of the final plat plan drawn on mylar to a scale of 1 inch to 50 feet. The scale may be modified with the permission of the Administrative Officer. In addition, five (5) blueline copies shall also be submitted. 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. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.). The following information shall be shown on the plans (with the exception of the north arrow, items 1-7 should be located within the title block):

- 1.____ Name of the proposed subdivision or development project
- 2.____ Notation that the project is located in the Town of West Greenwich, RI
- 3.____ Names and addresses of all property owners and applicants, including names and addresses of all officers, members, directors, and principal stockholders of business or corporate entities.
- 4.____ Name, address and telephone number of engineer or land surveyor
- 5.____ Date of plan preparation, with revision date(s) (if any)
- 6.____ Graphic scale and true north arrow
- 7.____ Plat and lot number(s) of the parcel being subdivided or developed
- 8.____ 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
- 9.____ Locus map inset
- 10.____ Perimeter boundary lines of the project parcel(s), drawn so as to distinguish them from other property lines
- 11.____ Location and dimensions of existing property lines, easements and rights-of-way within or immediately adjacent to the parcel
- 12.____ Location, width and names of proposed and existing streets within and immediately adjacent to the parcel
- 13.____ Names of abutting property owners and property owners immediately across any adjacent streets
- 14.____ Location of proposed permanent bounds
- 15.____ Location of all interior lot lines and street lines with accurate dimensions indicated
- 16.____ Location and number of all proposed lots, with accurate areas indicated

- 17.____ Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated
- 18.____ Location of fire suppression technique
- 19.____ Location of wetlands, streams, and other water bodies, and associated State and local setback distances
- 20.____ Building envelope for each lot
- 21.____ For non-residential projects, the location and dimensions of improvements required in C. 1. through C. 3. of Checklist F. of these regulations.
- 22.____ Notation of special conditions of approval imposed by the Planning Board (if any)
- 23.____ Notation of any permits and agreements with state and federal reviewing agencies
- 24.____ For projects proposing 4 or more residential lots or units (including the original lot or unit), notation on the plan that 20% of the total lots or units, rounded up to the next whole number, shall be designated for Low or Moderate Income Housing under the Inclusionary Zoning Requirements of the West Greenwich Zoning Ordinance.
- 25.____ Indication on the specific lots or units proposed to be earmarked for low or moderate income housing
- 26.____ Phasing schedule (if any)
- 27.____ Certification by a Professional Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to a Class I Survey and to conform to Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations as prepared by the Rhode Island Society of Professional Land Surveyors, Inc., May 1992, as amended.
- 28.____ Cover letter and signature of all property owners and applicants.

B. As-Built Drawings - Five (5) blue-line copies of as-built plans drawn to a scale of 1 inch to 50 feet. 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. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

- 1.____ Final As-Built plans as listed in Article XIV, Section C 7, including plans of any additional improvements as required by the Planning Board as a condition of approval.
- 2.____ Certification (stamp) by a Registered Professional Engineer that the as-built plan is correct, and that all systems including roads, drainage, and utilities will function as designed and constructed.
- 3.____ As-built street plan and profiles drawn at a scale of 1"=40' horizontal, and 1"=4' vertical
- 4.____ For phased projects, as-built drawings for the previous phase (if applicable)

C. Supporting Materials

1. ___ Checklist H – Administrative Requirements for Inclusionary Zoning
2. ___ Two original signed copies of all legal documents describing the property, creating a Homeowners' Association, proposed easements and rights-of-way, dedications, restrictions or other required legal documents, accompanied by a Metes and Bounds description of said areas (required) (Easements shall be tied into the road bounds).

Specify: _____

For Conservation Design Developments, the following documents are required for final review and approval by the Town, and shall be recorded in the West Greenwich Land Evidence Records:

- ___ Final Conservation Easement document
- ___ Final Open Space Property Management Plan (ie, Forest Management Plan, etc.)
- ___ Final Baseline Documentation Report
- ___ Final Homeowner Association bylaws (if proposed)
- ___ Statement of Conservation Design Development

3. ___ 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 to filing of the final plat and that there are no outstanding municipal liens on the parcel
4. ___ Deed transferring land proposed for dedication to the Town or other qualified group or agency for open space or public purposes
5. ___ Ten (10) copies of reduced plans to be recorded (11" X 17") (A, above)
6. ___ Ten (10) copies of reduced As Built plans (11" X 17") (B, above)
7. ___ Cost of all improvements completed and cost estimate for remaining improvements
8. ___ Any other item(s) as required by the Zoning Ordinance or these regulations. (e.g., Exit 7 SMD, CZD, SRD, Residential Compounds, Conservation Design Developments, etc.)

D. Payment of Required Fees - Payment of the following fees or posting of financial guarantees– if required, to be prior to endorsement by the Planning Board and recording of final plans:

1. ___ Filing Fee: \$150 + \$50 per lot or unit, or, if a multi family dwelling, \$150 + \$10 per bedroom.
2. ___ Final plat recording fee - Amount _____
3. ___ Performance bond or other financial guarantees

Initial amount _____

Date set by Planning Board _____

Date of Expiration of Surety _____

- 4.____ Fees in-lieu-of land dedication - Amount _____
- 5.____ Inspection/Engineering fee (Project Review Fee)- Amount _____
- 6.____ Maintenance bond for acceptance of public improvements (if applicable)
 - Amount _____
 - Date of Council Acceptance _____
 - Description _____
 - _____
 - Date of Expiration of Maintenance Bond _____
- 7.____ Fee in-lieu- of Fire Suppression technique, if applicable
- 8.____ Is this parcel(s) in the Farm Forest and Open Space Act tax program?
- 9.____ Street signs- \$50.00 per sign at ____ signs= Amount _____