

**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

- 48.____ Notation and Certification for topographic mapping standard by a Certified Photogrammetrist (ASPRS) per Article XIII, Section M.
- 49.____ Certification (stamp) of a Registered Professional Engineer that the construction drawings are correct
- 50.____ Ten (10) copies of the proposed plan reduced to no larger than 11" x 17"

B. Supporting Materials

- 1.____ Cover letter and signature of all property owners and applicants.
- 2.____ Filing Fee: - \$300 + \$50 per lot or unit, or, if a multi family dwelling, \$300 + \$10 per bedroom; and required mailing and advertising expenses
- 3.____ Project Review Fee (see Article XI, Section E.) (\$3,000)
- 4.____ For non-residential projects, 15 copies of a project narrative addressing 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.
- 5.____ Development Impact Statement
- 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.____ If Individual Sewage Disposal Systems are proposed, confirmation from the State Department of Environmental Management that the soils are adequate for the use of ISDS. Either of the following:

____ Preliminary Subdivision Suitability Report No. _____
(3-5 lots)

____ Site Suitability No. _____
(2 lots)

- 8.____ 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 subdivision or 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.
- 9.____ In lieu of item 8 above, an affidavit signed by a qualified wetlands biologist stating that there are no freshwater wetlands present on or within 200 feet of the property being developed.
- 10.____ A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary)

11. ____ Two (2) copies of traffic analysis and site distance report, prepared by a Registered Professional Engineer.
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