

FORM 3

CHECKLIST

MINOR SUBDIVISION AND MINOR LAND DEVELOPMENT PLAN

Materials and information required for pre-application meeting(s), preliminary and final plan review. Specific items may be waived by the Planning Board on the recommendation of the Administrative Officer.

- A. PRE-APPLICATION MEETING(S) (Note: held only if requested by either the Applicant or the Planning Board. If not held, proceed to Preliminary Stage.)

The applicant shall submit for the approval of the Administrative Officer at least three (3) copies of conceptual plans. These need not be certified (stamped) by a Registered Land Surveyor but shall clearly provide, at a minimum, the following information:

1. Name and address of property owner and applicant.
2. Date of plan.
3. Graphic scale, true north arrow, and vicinity locus map.
4. A radius map showing all properties within 200 feet of the land being subdivided and the locations of all structures within 200 feet of the property line.
5. Plat and lot numbers of the parcel being subdivided, with identification of zoning district(s).
6. A separate listing, in or attached to the legend of the plan, of all streets and roads on which the subject property abuts.
7. Perimeter boundary lines, drawn to distinguish them from other property lines.
8. All existing property lines.
9. All proposed property lines.
10. Location of existing and proposed streets, roads, private lanes, pedestrian paths or walkways, rights-of-way, utilities, easements, stone walls, and other significant features.
11. Plans for relocating any above-ground utilities underground prior to any

development.

- 12. Location of ponds, wetlands, and coastal features (if any), cemeteries, and sites of historic and archeological importance.
- 13. Location and size (building envelope) of existing and proposed buildings and other structures.
- 14. Notation of any existing or proposed deed restrictions, including those related to land being proposed as open space.
- 15. Filling Fee.

B. CHECKLIST REQUIREMENTS FOR PRELIMINARY PLAN APPROVAL

The applicant shall submit to the Administrative Officer at least three (3) blue-line or photocopies

of preliminary site plans of a scale sufficient to show all of the details required, no larger than 24" x 36", certified (stamped) by a Registered Land Surveyor, together with eight (8) copies reduced to 11" x 17".

- 1. All items 1 through 15 as required for pre-application hearing (above).
- 2. Total acreage and buildable land calculations for each proposed building lot.
- 3. Existing contours at intervals of five(5) feet.
- 4. Location, dimension, and area of any land proposed to be set aside as open space.
- 5. Base flood elevation date (where applicable).
- 6. Grading plan in sufficient detail to show proposed contours for all grading proposed for street construction, drainage facilities, and grading upon individual lots (if requested by the Technical Review Committee).
- 7. Proposed drainage plan and surface runoff calculations (if requested by the Technical Review Committee).
- 8. A landscaping plan (if requested by the Technical Review Committee).
- 9. Proposed utilities plan, including sewer, water, electric, phone, cable TV, as applicable.
- 10. If applicable, written confirmation by the Director of Public Works that adequate public water and sewer service will be available.
- 11. 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 evidenced by water table verification. Also, a determination by RI DEM that there will be no significant alteration of any wetlands.
- 12. A Preliminary Determination from the Coastal Resources Management Council, if applicable.

- 13. Either of the following:
 - a) A letter to the Planning Board stating the subdivider's intent to complete all required improvements prior to recording;
 - b) A letter to the Planning Board requesting that security sufficient to cover the costs of required improvements be established by the Board.

- 14. Written comments from the Technical Review Committee (provided by the Administrative Officer).
- 15. The names and addresses of all abutting property owners and copies of mail receipts and return receipts for certified mail notices.
- 16. Filing fee.
- 17. A written request for any required waivers or modifications which shall include: the specific regulations from which relief is being sought; the reasons for the requested waivers or modifications; demonstration that the requests, if granted, are in the best interest of good planning practice and/or design and are consistent with the Comprehensive Plan and Zoning Ordinance.
- 18. Initial draft copies of all legal documents proposed to implement the plan, including all easements, rights-of-way, dedications, covenants and restrictions, homeowners associations, and maintenance agreements.
- 19. Written comments or advisories from the Historic District Commission and Conservation Commission, if applicable.

C. CHECKLIST REQUIREMENTS FOR FINAL APPROVAL

- 1. All items 1 through 19 required for Preliminary Plan approval, together with one (1) permanent, indelible, nonerasable mylar for recording.
- 2. Three (3) blue-line or photocopies of final construction plans for all subdivision elements and improvements, no larger than 24" x 36", certified (stamped) by a

Registered Professional Engineer, together with eight (8) 11" x 17" reductions. Final construction plans shall reflect any additional improvements or changes requested by the Planning Board as conditions of approval.

- 3. Soil erosion and sediment control plan (if required by the Planning Board).
- 4. Filing fee.
- 5. Payment of other required fees or posting of financial guarantees, if required, prior to final approval by the Planning Board and the recording of final plans:
 - a) final plat recording fees
 - b) performance bond or other financial guarantees for construction and maintenance.
- 6. Final copies, in recordable form and reviewed by the Town Solicitor, of all legal documents proposed to implement the plan, including all easements, rights-of-way, dedications, covenants and restrictions, homeowners associations, and maintenance agreements.