

**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