

**D-2. CHECKLIST – PRE-APPLICATION  
MAJOR SUBDIVISIONS, MINOR RESIDENTIAL COMPOUNDS AND  
CONSERVATIONS DESIGN DEVELOPMENTS**

The applicant shall submit to the Administrative Officer at least four (4) 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. A map or plan of the subdivision parcel showing the following information (with the exception of the north arrow, items 1-6 should be located within or near the title block):
1. \_\_\_\_\_ Name of the proposed subdivision.
  2. \_\_\_\_\_ Name and address of all property owners and applicants, including names and addresses of an officer in charge of business or corporate entities.
  3. \_\_\_\_\_ Name, addresses and telephone number of 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.
  7. \_\_\_\_\_ Zoning district(s) of the parcel(s), including all zoning dimensional requirements.
  8. \_\_\_\_\_ Perimeter boundary lines of the project parcel(s), drawn so as to distinguish them from other property lines and area of the project parcel.
  9. \_\_\_\_\_ Building envelope.
  10. \_\_\_\_\_ Location and names of existing streets, easements, rights-of-way, and man-made paths within and adjacent to the parcel(s).
  11. \_\_\_\_\_ Location of wooded areas and notation of existing ground cover.
  12. \_\_\_\_\_ Hydrologic features and their associated buffer areas, estimated location of wetlands and/or watercourses, surface water bodies, 100-year floodplains, springs, vernal pools, stream channels, natural swales, and groundwater aquifers and recharge areas, as available from existing information.
  13. \_\_\_\_\_ Location of wells and wellhead protection areas present on or within 100 feet of the property.
  14. \_\_\_\_\_ Existing topography with minimum contour intervals of two feet (if available); using available information, shade out areas of slope greater than 15%.
  15. \_\_\_\_\_ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the development.
  16. \_\_\_\_\_ 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.
  17. \_\_\_\_\_ Location of historic structures, sites, and/or cemeteries on or immediately adjacent to the project (if any).

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18. \_\_\_\_\_ General location of any unique natural and/or archaeological and historic features, including stone walls, cellar holes, wells, other ruins, and rock outcroppings.
19. \_\_\_\_\_ Base flood elevation data, and location of 100-year flood hazard, from FEMA maps.
20. \_\_\_\_\_ Open space areas, if any, existing on the parcel or immediately abutting the parcel.
21. \_\_\_\_\_ Locus Map Inset.
22. \_\_\_\_\_ 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. Show any 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.

B. A VICINITY MAP drawn to a scale of 1"=400' to show the area within one half-mile of the subdivision 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.

1. \_\_\_\_\_ Topography of the entire area from available information.
2. \_\_\_\_\_ Utility easements
3. \_\_\_\_\_ Waterways and water resources including streams, wetlands, groundwater aquifers and recharge areas, wellhead protections.
4. \_\_\_\_\_ Watershed boundaries.
5. \_\_\_\_\_ Recreational resources, including hiking, biking, and horse riding trails, boat launches, water access points and water trails, beaches and play fields.
6. \_\_\_\_\_ Protected open space, including public land, conservation easements, State management areas, and land owned by conservation organizations.
7. \_\_\_\_\_ Forested areas and State Greenway Corridors.
8. \_\_\_\_\_ Natural Heritage Areas and rare species and agricultural uses.
9. \_\_\_\_\_ Scenic road corridors and state-designated scenic areas.
10. \_\_\_\_\_ Archaeological sites.

C. 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 A22, and B1 through B3:

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.

D. PROPOSED CONDITIONS PLAN

1. \_\_\_\_\_ Conceptual layout, including streets, lots with approximate 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.

E. SUPPORTING MATERIALS – the applicant shall submit to the Administrative Officer eleven (11) copies of a narrative report providing a general description of the existing physical environment and existing uses of the property along with a general description of the uses and development proposed. Include reduced copies (11”x17” and readable) of all plans required above.

1. \_\_\_\_\_ Filing Fee: \$150
2. \_\_\_\_\_ 11 copies of the 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. (Certificate of Completeness)

F. 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 preparation for the Master Plan for a Major project and for the Preliminary Plan for a Minor project: archaeological 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.