

SECTION 14 SUBDIVISION APPLICATION CHECKLISTS

This section contains the subdivision application checklists for:

- Plan Believed Not to Require Approval;
- Pre-Application;
- Administrative Subdivision;
- Minor Subdivision Preliminary Plan;
- Minor Subdivision Final Plan;
- Major Subdivision/Major Land Development Master Plan;
- Major Subdivision/Major Land Development Preliminary Plan; and
- Major Subdivision/Major Land Development Final Plan.

Review procedures for each of the subdivision/land development applications may be found within Sections 6, 7, 8, and 9.

All plan sheets and supporting documents must be submitted in a digital format. Supporting documents shall be provided to the Planning Department as part of the application package. Please contact the Department for appropriate formats. See the checklist for appropriate plan sheet formats.

These checklists apply to both subdivision and major land development applications. Major land development items are marked with (MLD ONLY); those items are not required for subdivision submissions. Applicants should contact the Planning Department if they have any questions about the applicability of a checklist item for a submission.

14.1 Plan Believed Not To Require Approval Checklist

Any person who wishes to record in the Land Evidence Records of Charlestown, a plan of land and who believes that the plan does not require approval under these Regulations, shall submit to the Administrative Officer the following items: (Please see the Planning Department for the required number of plans, will not exceed 13 copies but may be fewer).

- _____ 1. The original mylar plan for recording.
- _____ 2. Digital file of the site plan in one of the following formats, or as approved by the GIS Office: CAD format (e.g. DXF, DWG), .shp, .TAB, or geodatabase.
- _____ 3. Cover letter requesting review with explanation of the plan.
- _____ 4. The appropriate review fee as specified in Section 3.3.
- _____ 5. Evidence to show why the plan does not require approval.
- _____ 6. Certificate of Payment of Taxes from Tax Collector and appropriate Fire District that all taxes due the Town and Fire District in the past five years have been paid.

A plan not requiring approval shall be prepared by a Rhode Island Registered Land Surveyor and shall be legibly drawn to scale and suitable to the requirements of the recording rules adopted by the Town Clerk. The scale of the plan shall be 1 inch = 100 feet unless another scale is deemed acceptable by the Planning Department in advance of the submittal. If multiple sheets are used, they shall be accompanied by an index sheet showing the entire plan. A plan not requiring approval shall contain the following information.

- _____ 1. Title Block: Plan shall be entitled "Approval Not Required Plan" and contain the following:
 - _____ a. Assessor's plat and parcel number(s).
 - _____ b. Date.
 - _____ c. Designed, drawn, checked by, initialed.
 - _____ d. Revision box, if applicable.
- _____ 2. Locus map inset at a scale not greater than 1"=2000'.
- _____ 3. Surveyor's signed stamp.
- _____ 4. Owner's name and address.
- _____ 5. Applicant name and address.
- _____ 6. Graphic scale and true north arrow.
- _____ 7. Reference survey information used to establish survey.
- _____ 8. Current zoning district(s) and any district boundaries within the tract(s).
- _____ 9. Dimensional requirements for the zoning district.
- _____ 10. Flood zone with reference panel number if applicable.
- _____ 11. Abutters name and address.
- _____ 12. Adjacent roadways with right of way widths (labeled public or private) and street names.
- _____ 13. Existing lots with bearings, dimensions, curve radii, and length.
- _____ 14. Existing survey data with ties to property.
- _____ 15. Area and square footage.

- _____ 16. Directional arrow for bearings (clockwise).
- _____ 17. Existing easements.
- _____ 18. Existing dwellings.
- _____ 19. Existing wetlands.
- _____ 20. General notes.
- _____ 21. Label all land that is not intended as a building lot as "Not a building lot".

14.2 Pre-Application Checklist

Applicants submitting Pre-application phase materials for any size subdivision or land development project shall provide a site plan(s) containing the information below entitled "Pre-Application Plan". Contact the Planning Department for the number of required copies (this will not exceed thirteen (13) but may be fewer). Applicants are strongly encouraged to meet with the Town Planner in advance of submitting pre-application materials to receive guidance on the format, scale, and level of detail recommended for the submittal. As a default requirement, maps or plans developed for the pre-application phase shall be at a scale of 1 inch = 100 feet and submitted on 24 x 36 inch sheets. If multiple sheets are used, they shall be accompanied by an index sheet showing the entire plan.

A. Basic Information. The following information, where applicable, shall appear on all plans and or plan size maps presented to the Planning Commission unless specifically waived thereby.

- _____ 1. Name of proposed subdivision or development.
- _____ 2. Date of plan/materials preparation and any revision dates.
- _____ 3. Assessor's plat and lot number(s).
- _____ 4. Graphic scale.
- _____ 5. True north arrow.
- _____ 6. Zoning districts and/or overlay designation(s). (e.g. Official Zoning Map).
- _____ 7. All building setbacks required by the zoning ordinance for existing and proposed lots.
- _____ 8. Location, width and purpose of all existing rights-of-way, easements, and reservations within and adjacent to the property within two hundred (200) feet.
- _____ 9. Name and address of property owner(s).
- _____ 10. Names, addresses, and telephone numbers of the person or firm preparing application materials.
- _____ 11. Professional stamps for surveyors, civil engineers, or other design professionals that prepared the plan.
- _____ 12. Approximate location and names of all existing streets or other public ways within two hundred (200) feet of the tract. (e.g. Tax Assessor's Maps).
- _____ 13. Approximate location, dimensions and areas of existing platted lots and boundary lines of the parcel and within two hundred (200) feet of its perimeter. (e.g. Tax Assessor).

B. Existing Conditions Plan – Basic. The following features, where applicable, shall be shown on map or plan documents unless specifically waived by the Planning Commission.

- _____ 1. Basic Information described in Subsection A above.
- _____ 2. Locus map inset at a scale of 1 inch = 2,000 feet with all streets, public facilities, and significant water bodies labeled.
- _____ 3. Approximate location, description and dimensions of existing public open spaces, including parks, playgrounds, greenbelts and public shoreline access ways, based on available information. Cite source of data. (e.g. Comprehensive Plan).
- _____ 4. Areas listed, or eligible for listing on National Register of Historic Places. (e.g. RI Historical Preservation & Heritage Commission, Town Survey).

- _____ 5. Approximate location, description and dimensions of existing structures and uses on and minimally within two hundred (200) feet of the property.
- _____ 6. Location of any existing OWTS water table and percolation test holes data.
- _____ 7. Known documentation showing location, dimensions, grades and flow direction of existing sewers, water mains, culverts and other underground and above ground utilities.
- _____ 8. Approximate location of any gravesites, cemeteries, or stone walls.

C. Existing Conditions Plan – Environmental Features. The following features, where applicable, shall be shown on map or plan documents unless specifically waived by the Planning Commission.

- _____ 1. Basic information described in Subsection A above.
- _____ 2. Approximate location and area of slopes greater than 15% as shall be identified by two-foot contour topographical survey. Slopes greater than 15% shall be marked by shading that distinguishes the sloped area.
- _____ 3. Ledge/rock outcrops as may be identified in the *Soil Survey of Rhode Island*.
- _____ 4. Soil Types and general analysis of their suitability for the development proposal. (e.g. Soil Survey of Rhode Island).
- _____ 5. Designation of aquifer recharge area, wellhead protection areas, and groundwater protection area information. (e.g. Charlestown Zoning Map).
- _____ 6. Coastal feature(s) designation as per CRMC and/or SAM plan guidelines (contact CRMC).
- _____ 7. The use categories of any tidal waters abutting or within two hundred (200) feet of the site, as set by CRMC.
- _____ 8. Floodways, V and A Zones from current FEMA maps.
- _____ 9. Approximate location of wooded areas and existing ground cover.
- _____ 10. Approximate areas of water courses and wetlands.
- _____ 11. Approximate areas of agricultural use.

D. Proposed Development Plan:

- _____ 1. Basic Information described in Subsection A above.
- _____ 2. Approximate location, dimensions and areas of proposed lots.
- _____ 3. Approximate location and widths of proposed streets.
- _____ 4. Approximate location, dimensions and areas of all land proposed to be set aside for open space, and/or parks, playgrounds and recreation areas.
- _____ 5. Approximate location of proposed buildings and/or improvements. **(MLD ONLY)**
- _____ 6. Approximate location and size of parking areas. **(MLD ONLY)**
- _____ 7. Approximate location of landscape areas. **(MLD ONLY)**

E. Supporting Materials:

- _____ 1. Aerial photograph of the proposed site and surrounding area.
- _____ 2. Two (2) copies of an 11" x 17" reduction of the proposed sketch plat(s).

- _____ 3. Filing fee.
- _____ 4. Statement verifying that the applicant and/or their representative and their engineer have walked the site of proposed project.
- _____ 5. Statement verifying that the applicant and/or their representative and their engineer have read and understand Section 4.3 Constraints to Development.
- _____ 6. Certificate of Tax Collector and appropriate Fire District showing that all taxes due on the land have been paid for a period of five (5) years prior to filing.
- _____ 7. Existing statements and conditions of easements, deed restrictions or covenants existing or proposed on land within the plat.
- _____ 8. Initial yield plan.

14.3 Administrative Subdivision Checklist

Applicants submitting materials for an Administrative Subdivision shall provide a site plan(s) containing the information below entitled “Administrative Subdivision Plan”. Contact the Planning Department for the number of required copies (this will not exceed thirteen (13) but may be fewer). Applicants are therefore strongly encouraged to meet with the Town Planner in advance of submitting materials to receive guidance on the format, scale, and level of detail recommended for the submittal. As a default requirement, maps or plans developed for the pre-application phase shall be at a scale of 1 inch = 100 feet and submitted on 24 x 36 sheets. Where any materials are generated electronically, the format requirements provided for electronic submittals at the beginning of Section 14 shall be followed. If multiple sheets are used, they shall be accompanied by an index sheet showing the entire plan.

A. Required Information. The following information, where applicable, shall appear on all plans and or plan size maps submitted to the Planning Department unless specifically waived by the Planning Commission.

- _____ 1. Name of proposed subdivision or development.
- _____ 2. Date of plan/materials preparation and any revision dates.
- _____ 3. Assessor’s plat and lot number(s).
- _____ 4. Graphic scale.
- _____ 5. True north arrow.
- _____ 6. Zoning districts and/or overlay designation(s). (e.g. Official Zoning Map).
- _____ 7. All building setbacks required by the zoning ordinance for existing and proposed lots.
- _____ 8. Location, width and purpose of all existing rights-of-way, easements, and reservations within and adjacent to the property within two hundred (200) feet.
- _____ 9. Name and address of property owner(s).
- _____ 10. Names, addresses, and telephone numbers of the person or firm preparing application materials.
- _____ 11. Professional stamps, with signatures, for surveyors, civil engineers, or other design professionals that prepared the plan.
- _____ 12. Class I survey of property boundary.
- _____ 13. Approximate location and names of all existing streets or other public ways within two hundred (200) feet of the tract. (e.g. Tax Assessor’s Maps).
- _____ 14. Approximate location, dimensions and areas of existing platted lots and boundary lines of the parcel and within two hundred (200) feet of its perimeter. (e.g. Tax Assessor).
- _____ 15. Locus map inset at a scale of 1 inch = 2,000 feet with all streets, public facilities, and significant water bodies labeled.
- _____ 16. Approximate location, description and dimensions of existing structures and uses on and within two hundred (200) feet of the property.
- _____ 17. Approximate location of any gravesites, cemeteries, or stone walls.
- _____ 18. Floodways, V and A Zones from current FEMA maps.
- _____ 19. Area of the subdivision and all subdivision boundaries.

- _____ 20. Location and dimensions of all property lines, drawn so as to distinguish them from existing property lines.
- _____ 21. The location, bearing and length of all property lines and street lines. No “plus or minus” distances shall be submitted. All survey data shall be referenced to the U.S. Geological Survey, where appropriate. Where curve data applies, the following information shall be given based upon the arc definition of curve:

| | |
|------------------|---------------------------------|
| Central Angle | in degrees, minutes and seconds |
| Radius | in feet and hundredths |
| Length | in feet and hundredths |
| Tangent Distance | in feet and hundredths |

B. Supporting Materials:

- _____ 1. Aerial photograph of the proposed site and surrounding area.
- _____ 2. Ten (10) copies of an 11” x 17” reduction of the blue line plat(s).
- _____ 3. Filing fee.
- _____ 4. Certificate of Tax Collector and appropriate Fire District showing that all taxes due on the land have been paid for a period of five (5) years prior to filing.
- _____ 5. Existing statements and conditions of easements, deed restrictions or covenants existing or proposed on land within the plat.
- _____ 6. Digital file of the site plan in one of the following formats, or as approved by the GIS Office: CAD format (e.g. DXF, DWG), .shp, .TAB, or geodatabase.

14.4 Minor Subdivision Preliminary Plan Checklist

Applicants submitting materials for a Minor Subdivision Preliminary Plan shall provide a site plan(s) containing the information below entitled "Preliminary Plan for a Minor Subdivision". Contact the Planning Department for the number of required copies (this will not exceed thirteen (13) but may be fewer). Applicants are strongly encouraged to meet with the Town Planner in advance of submitting materials to receive guidance on the format, scale, and level of detail recommended for the submittal. As a default requirement, maps or plans developed for the pre-application phase shall be at a scale of 1 inch = 100 feet and submitted on 24 x 36 sheets. If multiple sheets are used, they shall be accompanied by an index sheet showing the entire plan.

A. Basic Information. The following information, where applicable, shall appear on all plans and or plan size maps presented to the Planning Commission unless specifically waived thereby.

- _____ 1. Name of proposed subdivision or development.
- _____ 2. Date of plan/materials preparation and any revision dates.
- _____ 3. Assessor's plat and lot number(s).
- _____ 4. Graphic scale.
- _____ 5. True north arrow.
- _____ 6. Zoning districts and/or overlay designation(s). (e.g. Official Zoning Map).
- _____ 7. Name and address of property owner(s).
- _____ 8. Names, addresses, and telephone numbers of the person or firm preparing application materials.
- _____ 9. Professional stamps, with signatures, for surveyors, civil engineers, or other design professionals that prepared the plan.
- _____ 10. Class I survey of property boundary.
- _____ 11. Location and names of all existing streets or other public ways within two hundred (200) feet of the tract.
- _____ 12. Location, dimensions and areas of existing platted lots and boundary lines of the parcel and within two hundred (200) feet of its perimeter.
- _____ 13. Locations, width and purpose of all existing rights-of-way, easements and reservations within and adjacent to the property within two hundred (200) feet.

B. Existing Conditions Plan – Basic. The following features, where applicable, shall be shown on map or plan documents unless specifically waived by the Planning Commission.

- _____ 1. Basic Information described in Subsection A above.
- _____ 2. Locus map inset at a scale of 1 inch = 2,000 feet with all streets, public facilities, and significant water bodies labeled.
- _____ 3. Location, description and dimensions of existing public open spaces, including parks, playgrounds, greenbelts and public shoreline access ways, based on available information. Cite source of data.
- _____ 4. Areas listed, or eligible for listing on National Register of Historic Places. (e.g. RI Historical Preservation & Heritage Commission, Town Survey).
- _____ 5. Approximate location, description and dimensions of existing structures and uses on and within two hundred (200) feet of the property.

- _____ 6. Location of any existing OWTS water table and percolation test holes data.
- _____ 7. Known documentation showing location, dimensions, grades and flow direction of existing sewers, water mains, culverts and other underground and above ground utilities.
- _____ 8. Location of any gravesites, cemeteries, or stone walls on the site.

C. Existing Conditions Plan – Environmental Features. The following features, where applicable, shall be shown on map or plan documents unless specifically waived by the Planning Commission.

- _____ 1. Basic Information described in Section A above.
- _____ 2. When in an area of CRMC or SAM Plan jurisdiction, the location of coastal features on site, and the use categories of any water body abutting or within two hundred (200) feet of the site and the land use classification.
- _____ 3. CRMC and/or the DEM determinations of the location of any watercourses or wetlands and required buffer areas and the approval of any proposed alteration of fresh or salt water wetland areas as defined by state law.
- _____ 4. The location of floodways and all V and A Zones.
- _____ 5. The location of all water table test holes and percolation tests for both stormwater and wastewater management. Depth to water table and percolation rates shall be noted on the map at each test site. The approval of the DEM for subdivision septic suitability and verified water table tests is necessary for three (3) or more lots.
- _____ 6. Any areas of agricultural use.
- _____ 7. Accurate location of specimen vegetation and other unique vegetative, landscape, or historic features (such as stonewalls) designated for protection in an Environmental Analysis (Section 4.4).
- _____ 8. Location and area of existing slopes greater than 15% as shall be identified by two-foot contour topographical survey. Slopes greater than 15% shall be marked by shading that distinguishes the sloped area.
- _____ 9. Location of cemeteries or gravesites, on or immediately adjacent to the parcel being subdivided.
- _____ 10. Ledge/rock outcrops as may be identified in the *Soil Survey of Rhode Island*.
- _____ 11. Soil Types and general analysis of their suitability for the development proposal. (e.g. *Soil Survey of Rhode Island*).
- _____ 12. Designation of aquifer recharge areas, wellhead protection areas, and groundwater protection district information.
- _____ 13. Approximate location of wooded areas and existing ground cover.
- _____ 14. Existing contours at two foot intervals.

D. Proposed Development Plans

- _____ 1. Basic Information described in Section A above.
- _____ 2. Area of subdivision and all of subdivision boundaries.
- _____ 3. Location, dimensions and areas of all proposed lots and all proposed property lines drawn so as to distinguish them from existing property lines.

- _____ 4. Sketch of any remaining part of the subdividers' tract showing tentative layout of streets.
- _____ 5. Location, description and dimensions of proposed dedicated or reserved public open spaces and access including parks, playgrounds, greenbelts and public shoreline access ways based on available information. (e.g. Comprehensive Plan).
- _____ 6. Streetscape design including street trees (specify type), sidewalks (where applicable) street lights and traffic and street signs, if street creation or extension is proposed.
- _____ 7. Location, dimensions, linear and square footage of proposed roads, proposed road names, and all other public improvements necessary to proposed road.
- _____ 8. Profiles showing existing and proposed elevations along the centerline of all roads. Where a proposed road intersects an existing road or roads, the elevation along the centerline of the existing road or roads, within one hundred (100) feet of the intersection, shall be shown.
- _____ 9. Plans and profiles showing the location, type and typical section of road pavements, including curbs and gutters, sidewalks, manholes, catch basins, and street lights, the location, size, and invert elevation of existing and proposed sanitary sewers, stormwater BMPs and conveyances, water mains and fire hydrants.
- _____ 10. Sufficient data acceptable to the Director of Public Works for the location bearing and length of all property lines and street lines. No plus or minus distances shall be submitted. Where curve data applies, the following information shall be given upon the arc definition of curve:

| | |
|------------------|---------------------------------|
| Central Angle | in degrees, minutes and seconds |
| Radius | in feet and hundredths |
| Length | in feet and hundredths |
| Tangent Distance | in feet and hundredths |
- _____ 11. Landscape plan depicting species, location, size, and planting schedules and demonstrating compliance with the Zoning Ordinance.
- _____ 12. Soil erosion plan consistent with the requirements of the Zoning Ordinance and Section 11.9 of these regulations.
- _____ 13. Stormwater management plan consistent with Section 11.8 of these regulations.
- _____ 14. All building setback required by the Zoning Ordinance for existing and proposed building lots.
- _____ 15. Placement of permanent bounds to make property lines.

E. Supporting Materials:

- _____ 1. Environmental analysis, where required, by Section 4.4 Environmental Analysis.
- _____ 2. Filing fee.
- _____ 3. Two (2) copies of an 11" x 17" reduction of the site plan.
- _____ 4. Updated names and addresses of all owners of property within two hundred (200) feet of the perimeter of the land proposed to be subdivided.
- _____ 5. Certificate of Tax Collector and appropriate Fire District showing that all taxes due on the land have been paid for a period of five (5) years prior to filing.

- _____ 6. Existing statements and conditions of easements, deed restrictions or covenants existing or proposed on land within the plat.
- _____ 7. Brief written description of site characteristics, including soils, vegetation, wetlands, unique features, topography, ground and surface water quality as they relate to the proposed development.
- _____ 8. Aerial photograph of the proposed site and surrounding area.
- _____ 9. Narrative description and calculations to accompany the soil erosion plan.
- _____ 10. Soil erosion and sediment bond recommendation from Director of Public Works.
- _____ 11. Narrative description and calculations to accompany the stormwater management plan.
- _____ 12. Any documentation related to CRMC or DEM determinations related to the site.
- _____ 13. Operations and maintenance plan narrative for stormwater management BMPs not controlled by the Town of Charlestown.
- _____ 14. Verification that the applicant and/or their representative and their engineer have walked the site of proposed project.
- _____ 15. Verification that the applicant and/or their representative and their engineer have read and understand Section 4.3 Constraints to Development.
- _____ 16. An estimate of approximate population of the proposed subdivision. (e.g., The New Practitioner's guide to Fiscal Impact Analysis Burchell/Listoken).
- _____ 17. An estimate of the number of school aged children to be housed in the proposed subdivision. (e.g., The New Practitioner's guide to Fiscal Impact Analysis Burchell/Listoken).
- _____ 18. An estimate of number of cars to be on-site and total number of daily trips to be generated by the development. (e.g., ITE Transportation and Land Development Stover/Koepke, Prentice Hill).
- _____ 19. Any required public notice, certified letters, property notice, notice to adjacent towns, and watershed-related notices pursuant to Section 10.6, with return receipts for any notices or letters sent by certified mail.
- _____ 20. Fiscal impact statement.
- _____ 21. Yield plan, modified with any new or more accurate information.

14.5 Minor Subdivision Final Plan Checklist

An applicant for a final approval of a minor subdivision shall submit a plan labeled "Final Plan" for a Minor Subdivision", showing the as-built condition of the subdivision, and updating all of the information on the minor plan preliminary checklist. Plans shall be prepared, stamped, and signed by a Rhode Island Registered Professional Engineer and/or Land Surveyor at a scale no smaller than 1 inch = 100 feet. Contact the Planning Department for the number of required copies (this will not exceed thirteen (13) but may be fewer). Where any materials are generated electronically, the format requirements provided for electronic submittals at the beginning of Section 14 shall be followed. If multiple sheets are used, they shall be accompanied by an index sheet showing the entire plan. Individual sheets to be recorded shall not exceed 24 x 36 inches, and show the following in addition to the above items:

- _____ 1. Date of preliminary minor plan approval.
- _____ 2. Date of final plat submission.
- _____ 3. Surveyed measurements showing the location and dimensions of the following (as built):
 - _____ a. Road profiles, establishing road grades and cross sections every one hundred (100) feet;
 - _____ b. Radii and angles of intersection of curves including:
 - _____ (i) length
 - _____ (ii) central angles
 - _____ (iii) tangent distances
 - _____ (iv) tangent bearings
 - _____ (v) arc lengths
- _____ 4. Accurate dimensions as follows:
 - _____ a. Width of streets and other rights-of-way
 - _____ b. Length and bearing of lot lines
 - _____ c. Length of right-of-way lines
 - _____ d. Length of subdivision boundary lines
 - _____ e. Areas of lots
- _____ 5. Center line profiles of constructed streets drawn at a horizontal scale of forty (40) feet equals one (1) inch and a vertical scale of ten (10) feet equals one (1) inch showing the location of as-built drainage, sewer and water lines and structures, street surface grades and the finished ground elevation.
- _____ 6. A definite bearing and distance tie between permanent monuments on the exterior boundary of the subdivision and existing street intersections, or other permanent monuments where installed.
- _____ 7. Any restrictions stipulated by the Planning Commission's preliminary approval as requiring notation on final plat.
- _____ 8. Limits of grading and clearing.
- _____ 9. Supporting Materials.
 - _____ a. Any documentation related to CRMC or DEM determinations related to the site.

- _____ b. Certificate of Tax Collector and Fire District showing that all taxes due on the land have been paid for a period of five (5) years prior to filing.
- _____ c. Two (2) notarized executed copies of existing and proposed protective covenants, easements, and deed restrictions which regulate and protect the proposed subdivision.
- _____ d. Two (2) notarized executed copies of an irrevocable offer to convey to the Town all public streets and to convey all designated open space land to the Town if such open space is to be publicly owned or to a private association or the purchaser of land in the plat where such open space is to be privately owned.
- _____ e. Certification of a Rhode Island Registered Professional Engineer and/or Land Surveyor that the plan is correct and accurate as built.
- _____ f. Filing fee.
- _____ g. 911 house numbers as outlined by the numbering ordinance where new streets are to be created consisting of one copy of the subdivision map at scale of 1" = 100' annotated with house numbers.
- _____ h. Payment of fees in lieu of land dedication (if appropriate).
- _____ i. Certification from the Director of Public Works that all road inspection fees have been paid.
- _____ j. A bond to cover the cost of construction, maintenance, and removal of temporary improvements if required as recommended by the Director of Public Works.
- _____ k. A maintenance bond as recommended by the Director of Public Works to cover the maintenance of all improvements within the subdivision for a period of one (1) year after their acceptance by the Town Council.
- _____ l. Digital file of the site plan in one of the following formats, or as approved by the GIS Office: CAD format (e.g. DXF, DWG), .shp, .TAB, or geodatabase
- _____ m. Certificate of Tax Collector and Fire District showing that all taxes due on the land have been paid for a period of five (5) years prior to filing.

14.6 Major Subdivision/Major Land Development Project Master Plan Checklist

Applicants submitting materials for a Major Subdivision Master Plan shall submit a plan titled "Master Plan for a Major Subdivision (or Land Development)". Applicants shall contact the Planning Department for the number of required copies (this will not exceed thirteen (13) but may be fewer). Applicants are therefore strongly encouraged to meet with the Town Planner in advance of submitting materials to receive guidance on the format, scale, and level of detail recommended for the submittal. As a default requirement, maps or plans developed for the pre-application phase shall be at a scale of 1 inch = 100 feet and submitted on 24 x 36 inch sheets. Where any materials are generated electronically, the format requirements provided for electronic submittals at the beginning of Section 14 shall be followed. If multiple sheets are used, they shall be accompanied by an index sheet showing the entire plan.

A. Basic Information. The following information, where applicable, shall appear on all plans and or plan size maps presented to the Planning Commission unless specifically waived thereby.

- _____ 1. Name of proposed subdivision or development.
- _____ 2. Date of plan/materials preparation and any revision dates.
- _____ 3. Assessor's plat and lot number(s).
- _____ 4. Graphic scale.
- _____ 5. True north arrow.
- _____ 6. Zoning Districts and/or overlay designation(s). (e.g. Official Zoning Map).
- _____ 7. All building setbacks required by the zoning ordinance for existing and proposed lots.
- _____ 8. Locations, width and purpose of all existing rights-of-way, easements and reservations within and adjacent to the property within two hundred (200) feet.
- _____ 9. Name and address of property owner(s).
- _____ 10. Names, addresses, and telephone numbers of the person or firm preparing application materials.
- _____ 11. Professional stamps for surveyors, civil engineers, or other design professionals that prepared the plan.
- _____ 12. Approximate location and names of all existing streets or other public ways shown on the plans.
- _____ 13. Approximate location, dimensions and areas of existing platted lots and boundary lines of the parcel and for other parcels shown on the map. (e.g. Tax Assessor).

B. Existing Conditions Plan – Basic. The following features, where applicable, shall be shown on map or plan documents unless specifically waived by the Planning Commission.

- _____ 1. Basic Information described in Subsection A above.
- _____ 2. Locus map inset at a scale of 1 inch = 2,000 feet with all streets, public facilities, and significant water bodies labeled.
- _____ 3. Approximate location, description and dimensions of existing public open spaces, including parks, playgrounds, greenbelts and public shoreline access ways, based on available information. Cite source of data. (e.g. Comprehensive Plan).
- _____ 4. Areas on the site listed, or eligible for listing on National Register of Historic Places. (e.g. RI Historical Preservation & Heritage Commission, Town Survey).

- _____ 5. Location of any existing OWTS water table and percolation test holes data.
- _____ 6. Known documentation showing location, dimensions, grades and flow direction of existing sewers, water mains, culverts and other underground and above ground utilities.
- _____ 7. Location of any gravesites, cemeteries, or stone walls.
- _____ 8. Approximate location, dimensions and areas of existing platted lots and boundary lines of the parcel and within two hundred (200) feet of its perimeter. (e.g. Tax Assessor).
- _____ 9. Approximate location and dimensions of existing buildings and uses, streets sidewalks, driveways and parking areas or other public ways on and within two hundred (200) feet of the property.
- _____ 10. The location and capacity of existing water mains, gas lines, septic systems, drains, utility lines and other underground structures within the tract and immediately adjacent thereto.

C. Existing Conditions Plan – Environmental Features. The following features, where applicable, shall be shown on map or plan documents unless specifically waived by the Planning Commission:

- _____ 1. Basic Information described in Subsection A above.
- _____ 2. Approximate location and area of slopes greater than 15% as shall be identified by two-foot contour topographical survey. Slopes greater than 15% shall be marked by shading that distinguishes the sloped area.
- _____ 3. Ledge/rock outcrops as may be identified in the *Soil Survey of Rhode Island*.
- _____ 4. Soil Types and general analysis of their suitability for the development proposal. (e.g. Soil Survey of Rhode Island).
- _____ 5. Designation of aquifer recharge area, wellhead protection areas, and groundwater protection area information.
- _____ 6. Within an area of CRMC or SAM Plan jurisdiction, the location of coastal features and required buffers on site, and the use categories of any water bodies abutting or within two hundred (200) feet of the site and the land use classification. (contact CRMC).
- _____ 7. The location of any fresh or salt water water courses, wetlands and buffer areas as defined by state law.
- _____ 8. The use categories of any tidal waters abutting or within two hundred (200) feet of the site, as set by CRMC. (contact CRMC).
- _____ 9. Floodways, V and A zones from current FEMA maps.
- _____ 10. Approximate location of wooded areas and existing ground cover.
- _____ 11. Surveyed flags for wetlands and watercourses along with any state agency jurisdictional buffer. Verification from DEM for wetland locations is not required in the Master Plan phase.
- _____ 12. Approximate areas of agricultural use.
- _____ 13. Location of specimen vegetation and other unique vegetative, landscape or historic features (such as stone walls) designated for preservation as defined in these regulations.
- _____ 14. Existing contours at two foot intervals.

- _____ 15. Location of historic cemeteries or archeological resources, on or immediately adjacent to the parcel being subdivided.

D. Proposed Development Plan:

- _____ 1. Basic Information described in Subsection A above.
- _____ 2. Area of the proposed subdivision with approximate location, dimensions and areas of proposed lots.
- _____ 3. Approximate location and widths of proposed streets.
- _____ 4. Approximate location, dimensions and areas of all land proposed to be set aside for open space, and/or parks, playgrounds and recreation areas. For cluster subdivisions see open space requirement Section 4.5.A.6
- _____ 5. Approximate limit of disturbance during construction.
- _____ 6. Approximate location for all buildings.
- _____ 7. Conceptual grading for the site at a minimum five-foot contour intervals.
- _____ 8. Conceptual location of OWTS installations, on-site wells, and significant stormwater BMP features.
- _____ 9. Conceptual phasing for construction with labeled division lines between different phase areas.
- _____ 10. Proposed facilities and utilities within the subdivision.
- _____ 11. Proposed water supply plan, where applicable.
- _____ 12. Location of proposed dedicated or reserved public open spaces and access including parks, playgrounds, greenbelts and public shoreline access ways to the coastal ponds and Atlantic Ocean with intended ownership and use so designated.
- _____ 13. Total area and percent of existing and proposed impermeable surfaces.
- _____ 14. Approximate location of proposed buildings and/or improvements. **(MLD ONLY)**
- _____ 15. Approximate location and size of parking areas. **(MLD ONLY)**
- _____ 16. Approximate location of landscape areas. **(MLD ONLY)**

E. Supporting Materials:

- _____ 1. Environmental analysis, where required, by Section 4.4 Environmental Analysis.
- _____ 2. Filing fee.
- _____ 3. Two copies of each plan at 11" x 17".
- _____ 4. Certificate of Tax Collector and appropriate Fire District showing that all taxes due on the land have been paid for a period of five (5) years prior to filing.
- _____ 5. Names of the abutting property owners, property owners immediately across any adjacent streets, and within two hundred (200) feet of the perimeter of the site.
- _____ 6. Names and addresses of all property owners of land within two hundred (200) feet of the perimeter of the land proposed to be subdivided.
- _____ 7. Existing statements and conditions of easements, deed restrictions or covenants existing or proposed on land within the plat.
- _____ 8. Aerial photograph of the proposed site and surrounding area.

- _____ 9. Narrative description of proposed soil erosion and sediment control measures.
- _____ 10. Narrative description of proposed approach to stormwater, wastewater and water supply management.
- _____ 11. Verification that the applicant and/or their representative and their engineer have walked the site of proposed project.
- _____ 12. Verification that the applicant and/or their representative and their engineer have read and understand Section 4.3 Constraints to Development.
- _____ 13. An estimate of approximate population of the proposed subdivision. (e.g., The New Practitioner's guide to Fiscal Impact Analysis Burchell/Listoken).
- _____ 14. An estimate of the number of school aged children to be housed in the proposed subdivision. (e.g., The New Practitioner's guide to Fiscal Impact Analysis Burchell/Listoken).
- _____ 15. An estimate of number of cars to be on-site and total number of daily trips to be generated by the development. (e.g., ITE Transportation and Land Development Stover/Koepke, Prentice Hill).
- _____ 16. Fiscal impact statement.
- _____ 17. Proposed building elevations and building materials list and descriptions. **(MLD ONLY)**
- _____ 18. Yield plan, modified with any new or more accurate information.
- _____ 19. Director of Public Works soil erosion and sediment control bond recommendation.
- _____ 20. Site Analysis which shall include written and graphic analysis of the following:
 - _____ a. Site locus and geographical setting
 - _____ b. Geology and soils
 - _____ c. Agricultural lands
 - _____ d. Wetlands
 - _____ e. Coastal features
 - _____ f. Topography
 - _____ g. Climate and sea level rise
 - _____ h. Ecology and wildlife
 - _____ i. Existing vegetation
 - _____ j. Structures and road networks
 - _____ k. Visual features and vistas
 - _____ l. Past and present use of site (historic and archeological resources)
 - _____ m. Unique features
 - _____ n. Brief written description of site characteristics including soil, vegetation, wetlands, unique features, topography, ground and surface water quality as they relate to the proposed development
- _____ 21. Initial written comments on the master plan from the following agencies (gathered with assistance from the Town Planner):

- _____ a. Public Works Director
- _____ b. Building/Zoning Official
- _____ c. Fire District
- _____ d. Police Department
- _____ e. Adjacent Communities as required by state law
- _____ f. State Agencies (as applicable)
 - _____ (i) Department of Environmental Management
 - _____ 1) OWTS
 - _____ 2) Natural Heritage
 - _____ 3) Wetlands
 - _____ 4) UIC
 - _____ (ii) Coastal Resources Management Council
 - _____ (iii) Department of Transportation
 - _____ (iv) R.I. Historical Preservation and Heritage Commission
- _____ 22. Federal Agencies
 - _____ a. U.S Army Corps of Engineers
 - _____ b. Federal Emergency Management Agency

14.7 Major Subdivision/Major Land Development Project Preliminary Plan Checklist

Applicants submitting materials for a Major Subdivision Preliminary Plan shall submit plans titled "Preliminary Plan for Major Subdivision (or Land Development)". Applicants shall contact the Planning Department for the number of required copies (this will not exceed thirteen (13) but may be fewer). Applicants are therefore strongly encouraged to meet with the Town Planner in advance of submitting materials to receive guidance on the format, scale, and level of detail recommended for the submittal. As a default requirement, maps or plans developed for the pre-application phase shall be at a scale of 1 inch = 100 feet and submitted on 24 x 36 sheets. Where any materials are generated electronically, the format requirements provided for electronic submittals at the beginning of Section 14 shall be followed. If multiple sheets are used, they shall be accompanied by an index sheet showing the entire plan.

A. Basic Information. The following information, where applicable, shall appear on all plans and or plan size maps presented to the Planning Commission unless specifically waived thereby.

- _____ 1. Name of proposed subdivision or development.
- _____ 2. Date of plan/materials preparation and any revision dates.
- _____ 3. Assessor's plat and lot number(s).
- _____ 4. Graphic scale.
- _____ 5. True north arrow.
- _____ 6. Zoning districts and/or overlay designation(s). (e.g. Official Zoning Map).
- _____ 7. Name and address of property owner(s).
- _____ 8. Names, addresses, and telephone numbers of the person or firm preparing application materials.
- _____ 9. Professional stamps for surveyors, civil engineers, or other design professionals that prepared the plan.
- _____ 10. Class I survey of property boundary.
- _____ 11. Approximate location and names of all existing streets or other public ways within one hundred (100) feet of the tract. (e.g. Tax Assessor's Maps).
- _____ 12. Approximate location, dimensions and areas of existing platted lots and boundary lines of the parcel and within one hundred (100) feet of its perimeter. (e.g. Tax Assessor).
- _____ 13. Locations, width and purpose of all existing rights-of-way, easements and reservations within and adjacent to the property within two hundred (200) feet.

B. Existing Conditions Plan – Basic. The following features, where applicable, shall be shown on map or plan documents unless specifically waived by the Planning Commission.

- _____ 1. Basic Information described in Subsection A above.
- _____ 2. Locus map inset at a scale of 1 inch = 2,000 feet with all streets, public facilities, and significant water bodies labeled.
- _____ 3. Location, description and dimensions of existing public open spaces, including parks, playgrounds, greenbelts and public shoreline access ways, based on available information. Cite source of data.

- _____ 4. Areas onsite listed, or eligible for listing on National Register of Historic Places. (e.g. RI Historical Preservation & Heritage Commission, Town Survey).
- _____ 5. Approximate location, description and dimensions of existing structures and uses on and within two hundred (200) feet of the property.
- _____ 6. Location of any existing OWTS water table and percolation test holes data.
- _____ 7. Known documentation showing location, dimensions, grades and flow direction of existing sewers, water mains, culverts and other underground and above ground utilities.
- _____ 8. Locations of any gravesites, cemeteries, or stone walls onsite.

C. Existing Conditions Plan – Environmental Features. The following features, where applicable, shall be shown on map or plan documents unless specifically waived by the Planning Commission.

- _____ 1. Basic Information described in Section A above.
- _____ 2. When in an area of CRMC or SAM Plan jurisdiction, the location of coastal features on site, and the use categories of any water body abutting or within two hundred (200) feet of the site and the land use classification.
- _____ 3. CRMC and/or the DEM determinations of the location of any watercourses or wetlands and required buffer areas and the approval of any proposed alteration of fresh or salt water wetland areas as defined by state law.
- _____ 4. The location of floodways and all V and A Zones.
- _____ 5. The location of all water table test holes and percolation tests for both stormwater and wastewater management. Depth to water table and percolation rates shall be noted on the map at each test site. The approval of the DEM for subdivision septic suitability and verified water table tests is necessary for three (3) or more lots.
- _____ 6. Any areas of agricultural use.
- _____ 7. Accurate location of specimen vegetation and other unique vegetative, landscape, or historic features (such as stonewalls) designated for protection in an Environmental Analysis (Section 4.4).
- _____ 8. Location and area of existing slopes greater than 15% as shall be identified by two-foot contour topographical survey. Slopes greater than 15% shall be marked by shading that distinguishes the sloped area.
- _____ 9. Location of cemeteries or gravesites, on or immediately adjacent to the parcel being subdivided.
- _____ 10. Ledge/rock outcrops as may be identified in the *Soil Survey of Rhode Island*.
- _____ 11. Soil types and general analysis of their suitability for the development proposal.
- _____ 12. Designation of aquifer recharge areas, wellhead protection areas, and groundwater protection area information.
- _____ 13. Location of wooded areas and existing ground cover.

D. Proposed Development Plans

- _____ 1. Basic Information described in Section A above.
- _____ 2. Area of subdivision and all of subdivision boundaries.

- _____ 3. Location, dimensions and areas of all proposed lots and all proposed property lines drawn so as to distinguish them from existing property lines.
- _____ 4. Placement of permanent bounds.
- _____ 5. All building setback required by the zoning ordinance for existing and proposed lots.
- _____ 6. Sketch of any remaining part of the subdividers' tract showing tentative layout of streets.
- _____ 7. Location, description and dimensions of proposed dedicated or reserved public open spaces and access including parks, playgrounds, greenbelts and public shoreline access ways.
- _____ 8. Streetscape design including street trees (specify type), sidewalk, street lights and traffic and street signs (where applicable), if street creation or extension is proposed.
- _____ 9. Location, dimensions, linear and square footage of proposed roads, proposed road names, and all other public improvements necessary to proposed road.
- _____ 10. Location and dimensions (including height) of all proposed buildings.
- _____ 11. Location of parking areas including lined spaces, travel lanes, and number of spaces shown for each proposed parking area.
- _____ 12. Profiles showing existing and proposed elevations along the centerline of all roads. Where a proposed road intersects an existing road or roads, the elevation along the centerline of the existing road or roads, within one hundred (100) feet of the intersection, shall be shown.
- _____ 13. Plans and profiles showing the location, type and typical section of road pavements, including curbs and gutters, sidewalks, manholes, catch basins, and street lights, the location, size, and invert elevation of existing and proposed sanitary sewers, stormwater BMPs and conveyances, water mains and fire hydrants.
- _____ 14. Sufficient data acceptable to the Director of Public Works for the location bearing and length of all property lines and street lines. No plus or minus distances shall be submitted. Where curve data applies, the following information shall be given upon the arc definition of curve:

| | |
|------------------|---------------------------------|
| Central Angle | in degrees, minutes and seconds |
| Radius | in feet and hundredths |
| Length | in feet and hundredths |
| Tangent Distance | in feet and hundredths |
- _____ 15. Lighting plan, including the location, number, type and intensity of proposed lighting, and demonstrating compliance with §218-75 of the Charlestown Zoning Ordinance and Chapter 155-15, et seq. of the Charlestown Code of Ordinances, with consideration given to the cumulative impacts of the proposed lighting with existing site lighting. **(MLD ONLY)**
- _____ 16. Location of proposed buildings and/or improvements. **(MLD ONLY)**
- _____ 17. Location and size of parking areas showing marked spaces and travel lanes. **(MLD ONLY)**
- _____ 18. Landscape plan depicting species, location, size, and planting schedules and demonstrating compliance with the Zoning Ordinance.
- _____ 19. Soil erosion plan consistent with the requirements of the Zoning Ordinance and Section 11.9 of these regulations.

- _____ 20. Stormwater management plan consistent with Section 11.8 of these regulations.
- _____ 21. Total area and percent of existing and proposed impermeable surfaces.

E. Supporting Materials:

The applicant shall submit to the Administrative Officer thirteen (13) copies of a narrative report which provides a general description of the uses and type of development proposed.

- _____ 1. Environmental analysis, where required, by Section 3.2 of these Subdivision Regulations.
- _____ 2. Filing fee.
- _____ 3. Two copies of an 11" x 17" reduction of the preliminary plat.
- _____ 4. Names and addresses of all owners of land lying within two hundred (200) feet of the perimeter of land proposed to be subdivided.
- _____ 5. Certificate of Tax Collector showing that all taxes due on the land have been paid for a period of five (5) years prior to filing.
- _____ 6. Existing statements and conditions of easements, deed restrictions or covenants existing or proposed on land within the plat.
- _____ 7. Written approval of the RI DEM that the plans of the proposed subdivision or land development project including any off-site construction have been reviewed and indicating applicability of the Wetlands Act and if approval has been granted for the proposed site alteration.
- _____ 8. Written approval of the RI CRMC of the proposed subdivision or land development project, including any off-site construction, in the form of an assent.
- _____ 9. A Physical Alteration Permit (PAP) issued by the RI DOT or Public Works Director for any connection to or construction work within a state highway or town right-of-way.
- _____ 10. Final building elevations with a building materials list and description. **(MLD ONLY)**
- _____ 11. Preliminary suitability determination approval by the DEM for the use of onsite wastewater treatment systems.
- _____ 12. Names and addresses of all agencies, or communities requiring notification as required by these regulations.
- _____ 13. Return receipts for certified letter listed in (4) above.
- _____ 14. Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other public improvements.
- _____ 15. A letter of commitment stating the applicant understands he/she is responsible to complete all required improvements prior to the submission of the final plat.
- _____ 16. Yield plan, modified with any new or more accurate information.
- _____ 17. Final written comments on the preliminary plan from the following:
 - _____ a. Public Works Director
 - _____ b. Building Inspector

14.8 Major Subdivision/Major Land Development Project Final Plan Checklist

An applicant for a final approval of a major plan shall submit a plan labeled "Final Plan for a Major Subdivision", showing the as-built condition of the subdivision, and updating all of the information on the major plan preliminary plat checklist. Applicants shall contact the Planning Department for the number of required copies (this will not exceed thirteen (13) but may be fewer). Plans shall be prepared and stamped by a Rhode Island Registered Professional Engineer and/or Land Surveyor at a scale of 1 inch = 100 feet. Where any materials are generated electronically, the format requirements provided for electronic submittals at the beginning of Section 14 shall be followed. Individual sheets to be recorded shall not exceed 24 x 36 inches, and show the following:

- _____ 1. Date of preliminary major plan approval;
- _____ 2. Date of final plat submission;
- _____ 3. Surveyed measurements showing the location and dimensions of the following, (as built):
 - _____ a. Road profiles, establishing road grades and cross sections every one hundred (100) feet:
 - _____ (i) length of radii
 - _____ (ii) central angles
 - _____ (iii) tangent distances
 - _____ (iv) tangent bearings
 - _____ (v) arc lengths
- _____ 4. Accurate dimensions as follows:
 - _____ a. Width of streets and other rights of way
 - _____ b. Lengths of bearing of lot lines
 - _____ c. Length of right-of-way lines
 - _____ d. Length of subdivision boundary lines
 - _____ e. Areas of lots
- _____ 5. Center line profiles of constructed streets drawn at a horizontal scale of forty (40) feet equals one (1) inch and a vertical scale of ten (10) feet equals one (1) inch showing the location of as built drainage, sewer and water lines and structures, street surface grades and the finished ground elevation.
- _____ 6. A definite bearing and distance tie between permanent monuments on the exterior boundary of the subdivision and existing street intersections, or other permanent monuments where installed.
- _____ 7. Any restrictions stipulated by the Planning Commission's conceptual or preliminary approval as requiring notation on final plat.
- _____ 8. Limits of grading and clearing.
- _____ 9. Supporting Materials:
 - _____ a. Certificate of Tax Collector and appropriate Fire District showing that all taxes due on the land have been paid for a period of five (5) years prior to filing.

- _____ b. Two (2) notarized executed copies of existing and proposed protective covenants, easements and deed restrictions which regulate and protect the proposed subdivision.
- _____ c. Two (2) notarized executed copies of an irrevocable offer to convey to the Town all public streets and to convey all designated open space land to the Town if such open space is to be publicly owned or to a private association or to the purchaser of land in the plat where such open space is to be privately owned.
- _____ d. Certification of a Rhode Island Registered Professional Engineer and/or Land Surveyor that the plan is correct and accurate as built.
- _____ e. Filing fee.
- _____ f. 911 House numbers as dedicated by the numbering ordinance and one copy of subdivision map at scale of 1" = 100' annotated with house numbers.
- _____ g. Payment of fees in lieu of land dedication (if appropriate).
- _____ h. Certification from Director of Public Works that all inspection fees have been paid.
- _____ i. A bond to cover the cost of construction, maintenance and removal of temporary improvements if required as recommended by the Director of Public Works.
- _____ j. A maintenance bond as recommended by the Director of Public Works to cover the maintenance of all improvements within the subdivision for a period of one (1) year after their acceptance by the Town Council.
- _____ k. Digital file of the site plan in one of the following formats, or as approved by the GIS Office: CAD format (e.g. DXF, DWG), .shp, .TAB, or geodatabase.