

Town of Charlestown, Rhode Island

OPEN SPACE ACQUISITION PROCEDURES

Adopted by the Charlestown Town Council on July 14, 2003

1. A “Confidential Declaration of Interest” which is available at Town Hall is filled out. The form requires that the applicant confidentially give a general idea of their interest in a project and asks for a main contact. (The form is immediately forwarded to the Town Planner, and then the Town Administrator). The full application may also be given to the applicant at this time, if they wish to start collecting the relevant data.
2. The Planner will contact the interested applicant and help them to gather information necessary to complete the application. The Planner may also ask others (at his discretion) if they want to work on the information gathering or application process. This process will naturally be confidential.
3. After the information is gathered and the applicant is complete, the application is forwarded to the Town Council.
4. After an initial review by the Council, the application may go to the Planning Commission and/or, Conservation and/or Recreation Commissions as deemed appropriate for an advisory opinion.
5. The project would then be approved or disapproved by the Town Council.

NOTE: If the Town approves the project the following documentation will also be required. This documentation may include but not need be limited to:

1. **Appraisal** - An appraisal of the fair market value of the property shall be prepared by a certified appraiser; and,
2. **Title Insurance** – Evidence of clear title as evidenced by a title search; and,
3. **Survey** – A Class 1 survey shall be prepared conforming to the minimum standards of the RI Board for Professional Land Surveyors. This plan shall identify all areas which are to be preserved for open space purposes; and,
4. **Payment of Taxes** – Evidence of full payment of all back taxes owed to the Town, unless specifically waived by the Town Council.
5. **Environmental Assessment** – An examination of the subject property to determine any places or areas from or at which a release of oil or hazardous materials has occurred or where a threat of such a release exists.

STRICTLY CONFIDENTIAL

Application No. _____
Date Rec'd ____/____/____

Town of Charlestown, Rhode Island

OPEN SPACE INQUIRY
CONFIDENTIAL DECLARATION OF INTEREST

(Return to Town clerk in a sealed envelope labeled "OPEN SPACE INQUIRY:
DECLARATION OF INTEREST")

Date: ____/____/____

Name and address of interested party:

Name: _____ Signature: _____

Address: _____

Phone Number: _____ (home) _____ (evenings)

Will you be the main contact on the project? ___ YES ___ NO If not, who else is authorized to discuss the project? _____

Phone #: _____

Type of project: (check all that apply – if known)

___ Property Sale ___ Sale of conservation easement/development rights

___ Donation of property ___ Donation of conservation easement

___ Request for financing ___ Other: _____

___ Sale or donation of land for development of recreation facility

Location of Open Space: Plat(s)#: _____ Lot(s)# _____ #of acres: _____

Or give address/description: _____

You will be contacted by the Town Planner. He/She can help you to provide more detailed information about the proposal (see application) and assist you in presenting the information to the Town. If you wish to track the progress of your application you may call the Planning Department at 364-1225.

STRICTLY CONFIDENTIAL

Application No. _____
Date Rec'd ____/____/____

Town of Charlestown

OPEN SPACE PROJECT APPLICATION

Date: _____

Name: _____ Signature _____

Address: _____

Phone # Day: _____ Evening: _____

Will you be the main contact on the project? ___ Yes ___ No. If not, who else is authorized to discuss the project ? _____ Phone # _____

Type of project: (check all that apply)

- ___ Property sale
- ___ Donation of property
- ___ Request for financing
- ___ Sale of property for development of recreation facility
- ___ Sale of conservation easement/development rights
- ___ Donation of conservation easement
- ___ Other _____

Property Data

Location of Property: Plat #: ___ Lot # ___ # of acres: ___

Plat #: ___ Lot #: ___ # of acres: ___

1. Ground water protection potential: Please describe how the project will protect ground water:

2. Ecologically significant habitat. Does the property in question support such habitat? ___YES ___NO
If YES, please describe:

3. Proximity to Other Protected Land or To Surface Water Bodies: Does the property abut areas protected from future development by public or private organizations? ___YES ___NO. If YES, give plat and lot and describe protection and organization:

4. Opportunities for Passive Recreation and Public Access to Recreation Areas: Will the parcel provide access to the ocean, fresh or saltwater ponds or rivers and streams? ___YES ___NO. Does the parcel have potential for bicycling, bridle or hiking paths? ___YES ___NO. For other recreational uses? ___YES ___NO. (Please describe)

Can the property be used as a "linkage area" to other recreation areas? ___YES ___NO. If answered yes to the above, provide more information.

5. Farmland preservation: Will the land be used for agricultural purposes, including farming, dairying, pasturage, apiculture, horticulture, floriculture, turf farming or animal or poultry husbandry ___YES ___NO. If yes, please describe

6. Historic/cultural/scenic qualities: Please describe historic/cultural scenic qualities of the site:

7. Size of total parcel: _____acres. Inclusion would result in contiguous land of _____ acres.

8. Potential to offset the impact of residential development: Please describe how many single family residences will not be built due to the project. This Number of Housing Units will be calculated based on maximum residential dwelling units permitted by current zoning per the applicable provisions of the Zoning Ordinance and/or Subdivision and Land Development Regulations. You may provide back up calculations or plat layouts under conventional subdivision rules. The Town planner may assist you in this. Number of residential housing units not built _____.