

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