

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.