

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.