

## **I. PRELIMINARY PLAT CHECKLIST MAJOR LAND DEVELOPMENT PROJECTS AND MAJOR SUBDIVISIONS**

Preliminary Plat Map(s) - The applicant shall submit to the Administrative Officer at least ten (10) blueline or photocopies of the preliminary site plans drawn to a scale of 1 inch to 40 feet. The scale and number of plans may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24" x 36" and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 or 3, etc.). All plan sheets and related documents must be provided in portable document format (PDF) files as well. Plans shall include a certification that all plans and improvements conform to Class I standards of the State of Rhode Island and Providence Plantations, Board of Registration for Professional Engineers and Board of Registration of Land Surveyors.

The following information shall be presented in the form of a written narrative report, supplemented as necessary with drawings, sketches or plans to convey intent. The narrative report shall include reduced sets of all drawings and plans required below on maximum 11" x 17" sheets. Initially, the applicant shall submit to the Administrative Officer at least ten (10) blueline or photocopies of preliminary plan maps required below. The number of reduced copies of the plans and narrative report shall be determined by the Administrative Officer, based upon the required distribution to the Planning Board, and other agencies listed in Supporting Materials, below.

Every submission must also be accompanied by an Application for Approval of a Minor Land Development Project or Minor Subdivision, as contained in Appendix B.

### **A. Base Information**

The information below should appear on all sheets:

1. n/a Name and location of the proposed subdivision, including phase number, if applicable
2.  Name and address of property owner and applicant
3.  Name, address and telephone number of engineer, land surveyor, and landscape architect
4.  Date of plan preparation, with revision dates
5.  Graphic scale and true north arrow. Legend to explain any graphic representations or symbols on the plan.
6.  Inset locus map at 1"=2000' exact or approximate scale so labeled
7.  Plat and lot number(s) of the land being subdivided or developed
8.  Names of abutting property owners and property owners immediately across any adjacent streets, with plat/lot numbers
9.  Boundary lines of the parcel, with dimensions and bearings, in heavy shaded line, drawn so as to distinguish them from other property lines
10.  Zoning district(s) of the land being subdivided or developed. If more than one district, zoning boundary lines must be shown
11.  Certification by a Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and conforms to the survey requirements to a minimum of a Class I survey
12.  Location of public rights-of-way and/or easements within or adjacent to the subdivision parcel
13.  Area of the parcel(s) in square feet being developed and proposed number of buildable lots, dwellings or other proposed improvements

## D. Supporting Materials

1.  Administrative (Filing) Fee, plus required mailing and advertising expenses
2.  Written confirmation from the RI Department for Environmental Management pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed subdivision, including any required offsite construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that the approval has been granted for the proposed site alteration.
3.  n/a Written confirmation that the appropriate North Smithfield Water Authority has reviewed the plan and is able to provide water service (if proposed)
4.  n/a A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary)
5.  Preliminary Subdivision Suitability Determination by the Department of Environmental Management for the use of individual sewage disposal systems (if proposed)  
\* OWTS Application filed with RIDEM. Requesting waiver to defer this item to Final Plan in the event permit is not received before the meeting.
6.  Rhode Island Pollution Discharge Elimination System (RIPDES) permit  
\* RIPDES Application filed with RIDEM. Requesting waiver to defer this item to Final Plan in the event permit is not received before the meeting.
7.  n/a Written confirmation that the Sewer Commission has reviewed plans for proposed sewer service, and indicating whether sewer service is (is not) available and will (will not) be required
8.  The names and addresses of owners of all properties, agencies or communities requiring notification as required by these Regulations
9.  Copies of return receipts for certified mail notices (above)
10.  Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents (specify).

\* Documents to be filed with Administrative Subdivision

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### 11. TBD Either of the following:

- \_\_\_\_ a. A letter stating it is the intent of the applicant to complete the required prior to the Planning Board's endorsement of the final plat; or,
- \_\_\_\_ b. A letter requesting that security sufficient to cover the cost of required improvements as provided in Article VI be set by the Planning Board.

Initial amount set by Board: \_\_\_\_\_

Date: \_\_\_\_\_

12.  Copy of Plan in digital format. (AutoCAD 2007 or newer)

13.  Final written comments on the Preliminary Plan by:

A. \_\_\_\_\_

Planning Department

Date: \_\_\_\_\_

B._____	Public Works Department	Date:_____
C._____	Sewer Department	Date:_____
D._____	Building Inspector	Date:_____
E._____	Fire Department	Date:_____
F._____	Town Solicitor	Date:_____
G._____	Conservation Commission	Date:_____
H._____	Police Department	Date:_____
I._____	Other (specify)_____	Date:_____

Initial amount set by Board: \_\_\_\_\_

Date: \_\_\_\_\_

13. n/a Open Space Use and Management Plan, including standards and methods, specific responsibilities, and funding sources. For conservation developments, see Section 4-1 (K) 5. Not required for conventional subdivisions

14. n/a Yield Plan, if modified from the master plan stage of review. Not required for conventional subdivisions

