

H. MASTER PLAN CHECKLIST
MAJOR LAND DEVELOPMENT PROJECTS AND MAJOR SUBDIVISIONS
CONSERVATION DEVELOPMENTS

The applicant shall submit to the Administrative Officer at least ten (10) blue-line or photocopies of all master plan maps and information required below. Plans must be no larger than 24" x 36". The scale and number of all plans shall be sufficient to clearly show all of the information required and shall be subject to the approval of the Administrative Officer. 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 a minimum Class IV standard 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) blue-line 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 Major Land Development Project or Major Subdivision, as contained in Appendix B.

At a minimum, required information includes the following:

1. Site Base Map (see below).
2. Existing Resources and Site Analysis Map. See Section 4-1 (O).
3. Site Context Map. See Section 4-1 (F).
4. Sketch Plan Overlay Sheet. See Section 4-1 (E).*
5. Conventional Yield Plan. See Section 4-1 (H).*
- * Required for Conservation Developments only
6. Proposed Conditions Map (Conventional Subdivisions only).

BASE MAP

All Master Plan Drawing(s) required by this Checklist shall show the following information (if applicable):

A. All maps required by this Checklist shall show the following information (if applicable):

1. ☒ Name and location of the proposed subdivision.
2. ☒ Name and address of property owner and applicant.
3. ☒ Name, address and telephone number of engineer and/or land surveyor.
4. ☒ Date of plan preparation, with revision date(s) (if any).

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.
8. ☒ Zoning district(s) of the land being subdivided. (If more than one district, zoning boundary lines must be shown.)
9. ☒ Perimeter boundary lines of the subdivision, in heavy shaded line, drawn so as to distinguish them from other property lines.
10. ☒ Area of the subdivision parcel(s) and proposed number of buildable lots.
11. ☒ Location and dimensions of existing property lines within or forming the perimeter of the subdivision parcel(s).
12. ☒ Easements and rights-of-way within or adjacent to the subdivision parcel(s).
13. ☒ Location, width and names of existing streets within and immediately adjacent to the subdivision parcel.
14. ☒ Names of abutting property owners and property owners immediately across any adjacent streets.

EXISTING RESOURCES AND SITE ANALYSIS MAP

The information required in Section 4-1 (O) shall be shown on the Existing Resources and Site Analysis Map(s), and shall be subject to the approval of the Administrative Officer. This information may be based on the information provided at the Pre-application stage of review (Checklist C), with updates as required.

A. Topography and Slopes

15. ☒ Existing contours at intervals of two or five feet elevation relative to sea level.
16. N/A Slope map, with slopes grouped according to three categories based on development suitability: <15%, 15-25% and over 25%. Steeper slopes should be shown in progressively darker colors or shades of gray.

B. Natural Resource Inventory

17. N/A Location of land unsuitable for development as defined in the Zoning Ordinance, including wetlands, ponds, streams, ditches, drains, special aquatic sites, vernal pools. Wetland locations do not need to be verified by RIDEM.
18. ☒ Vegetative cover on the property, indicating any unfragmented forest tracts
19. ☒ Soils map, indicating any prime farmland soils, and any land in active agricultural use.
20. N/A Geologic formations
21. N/A Ridge lines of existing hills
22. N/A Wellhead protection areas for public or community drinking water wells
23. N/A Groundwater Aquifer Overlay District (Town)
24. N/A 100-year floodplains as shown on federal flood protection maps

- 25. N/A State, regional, or community greenways and greenspace priorities
- 26. N/A State-designed Natural Heritage Sites (RIDEM)

C. Cultural Resource Inventory

- 27. ☒ Approximate location of man-made features such as roads, structures, outbuildings, roads or trails, and other such features on the parcel
- 28. N/A Historically significant sites or structures
- 29. N/A State or locally-designated historic sites, districts, cemeteries or landscapes
- 30. N/A Location of any stone walls within or forming the perimeter of the site
- 31. N/A Archaeological sites
- 32. N/A Scenic road corridors and state-designated scenic areas
- 33. N/A Viewshed analysis

D. Recreational Resource Inventory

- 34. N/A Existing hiking, biking and bridle trails within and adjacent to site
- 35. N/A Boat launches, lake and stream access points, beaches and water trails
- 36. N/A Existing play fields and playgrounds on or adjacent to the site

E. Utilities and Infrastructure

- 37. ☒ Size and approximate location of public or private water lines
- 38. ☒ Size and approximate location of public or private sewer lines
- 39. N/A Gas service
- 40. ☒ Electrical service
- 41. N/A Telephone, cable, and other communication services
- 42. ☒ Width and surfacing material of existing road(s) at access points
- 43. ☒ Existing drainage and drainage structures, such as culverts and pipes, etc.

SITE CONTEXT MAP

The Contextual Analysis process is described in detail in Section 4-1 (F) and in the design process Section 4-1 (D), Step 2 of these Regulations. This information may be based on the information provided at the Pre-application stage of review (Checklist C), with updates as required.

- 44. ☒ Site Context Map
- 45. ☒ Soils Map of surrounding area. See Supporting Materials, No. 4.

SKETCH PLAN OVERLAY SHEET (Conservation Developments)

The applicant shall present initial proposals for development, using a conceptual sketch plan(s) for development. This information may be based on the information provided at the Pre-application stage of review (Checklist C), with updates as required.

- 46. N/A Identification of areas proposed for development
- 47. N/A Location of proposed open space areas
- 48. N/A Initial layout of streets
- 49. N/A Land Unsuitable for Development, as defined in the Zoning Ordinance

CONVENTIONAL YIELD PLAN (Conservation Developments)

An updated Conventional Yield Plan, as discussed at the Pre-application stage of review shall be presented for further review by the Planning Board, if required.

50. N/A Conventional Yield Plan, if modified from Pre-application review

PROPOSED CONDITIONS MAP(S) (Conventional Subdivisions) **N/A**

For conventional subdivisions, the applicant shall submit the following information in lieu of a Sketch Plan Overlay Sheet and Conventional Yield Plan:

1. N/A Proposed improvement including streets, lots, lot lines, with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines.
2. N/A Grading plan in sufficient detail to show proposed contours for all grading proposed for onsite construction of drainage facilities and grading upon individual lots if part of proposed subdivision improvements (if applicable).
3. N/A Proposed utilities plan, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrant, utility poles, or other proposed above or underground utilities, as applicable.
4. N/A Location, dimension and area of any land proposed to be dedicated to the Town for use as open space, conservation or recreation.
5. N/A Base flood elevation data
6. N/A Certification by a Registered Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to Class 1 survey requirement and are certified as being correct
7. N/A Rectangular box showing zoning district(s), dimensional requirements for each district, and the minimum dimensions actually provided.

SUPPORTING MATERIALS

The applicant shall submit to the Administrative Officer a narrative report providing a general description of the existing physical environment and existing use(s) of the property along with a general description of the uses and type of development proposed by the applicant. The narrative report shall include reduced copies of all plan required above plus items 3-11, below:

1. N/A Administrative (filing) Fee: _____ Plus No. of Lots _____ x Per/lot
Fee \$25.00= _____ Total Fee
2. ☒ Project Review Fee (if required)
3. N/A An aerial photograph or blue line copy of an existing aerial photograph of the proposed subdivision parcel and surrounding area
4. ☒ A copy of the soils map of the subdivisions parcel and surrounding area, and general analysis of soil types and suitability for the development proposed. If any prime agricultural soils are within the subdivision parcel(s), the soils map shall be marked to show the location of said prime agricultural soils

5. N/A An estimate of the approximate population of the proposed subdivision
6. N/A An estimate of the number of school-aged children to be housed in the proposed subdivision
7. N/A Fiscal impact statement (if required)
8. N/A Proposed phasing, if any
9. N/A A narrative detailing potential neighborhood impacts
10. N/A Open Space Use and Management Plan. See Section 4-1 (K) 5. (Required for Conservation Developments only)
11. N/A Written request for waivers of subdivision standards as per Section 7-2.
12. ☒ Copy of Plan in digital format. (AutoCAD 2007 or newer)
13. N/A Initial written comments on the Master Plan from the following agencies

| | | |
|----------|-------------------------|-------------|
| 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: _____ |

Adjacent Communities (specify):

| | |
|----------|-------------|
| A. _____ | Date: _____ |
| B. _____ | Date: _____ |
| C. _____ | Date: _____ |
| D. _____ | Date: _____ |
| E. _____ | Date: _____ |

State Agencies:

| | | |
|----------|--------------------------|-------------|
| A. _____ | Environmental Management | Date: _____ |
| B. _____ | Transportation | Date: _____ |
| C. _____ | Other (specify) | Date: _____ |

Federal Agencies:

| | | |
|----------|---------------------------|-------------|
| A. _____ | U.S. Army Corps Engineers | Date: _____ |
| B. _____ | FEMA | Date: _____ |