

**PRELIMINARY PLAT CHECKLIST
MAJOR LAND DEVELOPMENT AND MAJOR SUBDIVISIONS**

1. Preliminary Plat Map(s) – The applicant shall submit to the Administrative Officer at least five (5) copies of the preliminary site plans drawn to a scale of 1 inch to 40 feet. The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches, 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 of 3, etc.). Plans shall include a certification that all plans and improvements conform to all existing and amended standards of the State of Rhode Island and Providence Plantations, Board of Registration for Professional Engineers and Board of Registration of Land Surveyors.

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

1. ____ Name of the proposed subdivision, including phase number
2. ____ Name and address of property owner and applicant
3. ____ Name, address and telephone number of engineer or land surveyor
4. ____ Date of plan preparation, with revision date(s) (if any)
5. ____ Graphic scale and true north arrow
6. ____ Plat and lot number(s) of the land being subdivided
7. ____ Zoning district(s) of the land being subdivided. If more than one district, zoning boundary lines must be shown
8. ____ Perimeter boundary lines of the subdivision or phase, drawn so as to distinguish them from other property lines
9. ____ Location and dimensions of existing property lines, easements and rights-of-way within or adjacent to the parcel being subdivided
10. ____ Location, width and names of existing streets within and immediately adjacent to the parcel being subdivided
11. ____ Names of abutting property owners and property owners immediately across any adjacent streets

B. An Existing Conditions Map(s) to show the following:

1. ____ Date of the existing conditions shown
2. ____ Area of the parcel being subdivided
3. ____ Location of wooded areas and notation of existing ground cover
4. ____ Areas of agricultural use (if any)
5. ____ Location of any unique natural and/or historic features, including stone walls
6. ____ Location of wetlands, watercourses or coastal features present on or within 200 feet of the property being subdivided
7. ____ Existing topography with minimum contour intervals of two feet
8. ____ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision
9. ____ Location and dimension of all existing utilities within and immediately adjacent to the subdivision, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, stormwater drainage facilities or other existing above or underground utilities
10. ____ Location of historic cemeteries on or immediately adjacent to the subdivision (if any)
11. ____ Base flood elevation data
12. ____ Certification by a Professional Land Surveyor that a perimeter survey of the land being subdivided has been performed and conforms to survey requirements of these Regulations

C. A Proposed Condition Map(s) to show the following:

1. ___ Proposed improvements including streets, lots, lot lines, with approximate lot areas and dimensions shown. Proposed lot lines shall be drawn so as to distinguish them from existing lot lines
2. ___ Location and dimension of all proposed utilities within and immediately adjacent to the subdivision, including sewer, water, gas, electric, phone, cable TV, fire alarm hydrants, utility poles, stormwater drainage facilities, or other proposed above or underground utilities
3. ___ Grading plan to show proposed contours at two-foot intervals for all grading proposed for on and off-site street construction, drainage facilities and upon individual lots if part of proposed subdivision improvements
4. ___ Landscaping plan to show all significant proposed clearing of land, removal of existing vegetation, revegetation and/or landscaping on street rights-of-way and upon individual lots if part of proposed subdivision improvements
5. ___ Soil erosion and sediment control plan
6. ___ Proposed street plan and profiles drawn at a scale of 1"=40' horizontal and 1"=4' vertical
7. ___ Street cross-sections
8. ___ Proposed street names
9. ___ Proposed sidewalks or bike paths
10. ___ Proposed street trees, if required by the Planning Board
11. ___ Proposed drainage plan and drainage calculations prepared by a Registered Professional Engineer
12. ___ Location, dimension and area of any land proposed to be set aside as open space
13. ___ Location of proposed stump dumps
14. ___ Copies of the proposed subdivision plan reduced to no larger than 11" x 17" (actual number of copies to be determined by the Administrative Officer)
15. ___ Open space use plan (residential cluster developments or residential compounds)

D. Supporting Materials

1. ____ Filing Fee: - \$200 plus \$20 per unit required mailing and advertising expenses.
2. ____ Written confirmation from the RI Department of 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 off-site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration.
3. ____ In lieu of item 3 above, an affidavit signed by a qualified wetlands biologist accepted by the Planning Board stating that there are no freshwater wetlands present on or within 200 feet of the property being subdivided.
4. ____ Written recommendations concerning the proposed subdivision, including any required off-site construction, from the RI Coastal Resources Management Council in the form of a preliminary or Assent as provided in the Rhode Island Coastal Resources Program, or any applicable Special Area Management (SAM) Plans, or any subsequent amendments thereto.
5. ____ In lieu of item 5 above, an affidavit signed by a qualified professional or a letter from the RI Coastal Resources Management Council indicating that the provisions of the Coastal Resource Management Program do not apply.
6. ____ Written confirmation that the appropriate water company or district has reviewed the plan and is able to provide water service (if proposed)

Water Company or District _____

Date of Letter _____

7. ____ 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)
8. ____ Preliminary Subdivision Suitability Determination by the Department of Environmental Management for the use of individual sewage disposal systems (if proposed).
9. ____ Written confirmation that the Town Utilities Department has reviewed plans for proposed sewer service, and indicating whether sewer service is (is not) available and will (will not) be required.
10. ____ The names and addresses of owners of all properties, agencies or communities requiring notification as required by these Regulations

11. ____ Copies of return receipts for certified mail notices (above)

12. ____ Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents
Specify _____

13. Either of the following:

____ a. A letter stating it is the intent of the applicant to complete the required improvements 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 VII be set by the Planning Board

Initial amount set by Board _____

Date _____

14. ____ Final written comments on the Preliminary Plan by the following: *(Provided by the Administrative Officer)*

A. ____ Community Development Date: _____

B. ____ Engineering Department Date: _____

C. ____ Highway Division Date: _____

D. ____ Building Inspector Date: _____

E. ____ Fire Department Date: _____

F. ____ Solicitor Date: _____

G. ____ Conservation Commission Date: _____

H. ____ Fire District (if appropriate) Date: _____

I. ____ Other (specify) Date: _____

State agencies

A. ____ Environmental Management Date: _____

B. ____ Transportation Date: _____

C. ____ Coastal Resources Date: _____

D. ____ Other (specify) Date: _____

Federal agencies

A. ____ U.S. Army Corps of Engineers Date: _____

B. ____ FEMA Date: _____

Adjacent Communities

A. _____ Date: _____

B. _____ Date: _____

C. _____ Date: _____

D. _____ Date: _____

