

**PRELIMINARY PLAT CHECKLIST  
MINOR LAND DEVELOPMENT AND MINOR SUBDIVISION**

**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.)

1. \_\_\_\_ Name of the proposed subdivision
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, drawn so as to distinguish them from other property lines
9. \_\_\_\_ Area of the subdivision parcel(s) and proposed number of buildable lots
10. \_\_\_\_ Location and dimensions of existing property lines within or forming the perimeter of the subdivision parcel(s)
11. \_\_\_\_ Existing easements and rights-of-way within or adjacent to the subdivision parcel(s)
12. \_\_\_\_ Location, width and names of existing streets within and immediately adjacent to the subdivision parcel
13. \_\_\_\_ Names of abutting property owners and property owners immediately across any adjacent streets
14. \_\_\_\_ Location of wooded areas and notation of existing ground cover

15. \_\_\_\_ RIDEM verified location of wetlands, watercourses or coastal features within the subdivision parcel or within 200' feet of the perimeter of the subdivision parcel
16. \_\_\_\_ Areas of agricultural use
17. \_\_\_\_ Existing contours at intervals of two (2) feet
18. \_\_\_\_ Location and approximate size of existing buildings or significant above ground structures on or immediately adjacent to the subdivision
19. \_\_\_\_ 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 above or underground utilities
20. \_\_\_\_ Location of historic cemeteries on or immediately adjacent to the subdivision parcel(s) (if any)
21. \_\_\_\_ Location of any unique natural and/or historic features and resources, including stone walls and listed historic sites, buildings and structures
22. \_\_\_\_ Notation on plan if the subdivision parcel(s) are located within any of the following areas
  - \_\_\_\_ Natural Heritage Areas (RIDEM)
  - \_\_\_\_ Narrow River Special Area Management Plan (CRMC)
  - \_\_\_\_ Salt Pond Special Area Management Plan (CRMC)
23. \_\_\_\_ Proposed 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
24. \_\_\_\_ Grading plan in sufficient detail to show proposed contours for all grading proposed for on and off-site street construction, drainage facilities and grading upon individual lots if part of proposed subdivision improvements (if applicable)
25. \_\_\_\_ Proposed drainage plan and drainage calculations prepared by a Registered Professional Engineer, if required by the Planning Board
26. \_\_\_\_ Proposed utilities plan, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, or other proposed above or underground utilities, as applicable
27. \_\_\_\_ Location, dimension and area of any land proposed to be set aside as open space
28. \_\_\_\_ 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)

29. \_\_\_\_ Base flood elevation data
30. \_\_\_\_ Certification by a Professional Land Surveyor that a perimeter survey of the land being subdivided has been performed and conforms to the survey requirements of these Regulations
31. \_\_\_\_ All proposed easements, rights-of-way, and/or dedications of open space and appropriate covenants and deed restrictions

**2. Supporting Materials**

1. \_\_\_\_ Filing Fee: - \$200 + \$20 per unit
2. \_\_\_\_ A vicinity map, drawn to a scale of 1"=400' or as necessary to show the area within one-half mile of the subdivision parcel showing the locations of all streets, existing lot lines, and zoning district boundaries. Schools, parks, fire stations and other significant public facilities shall be indicated on the locus map by shading and labeling the specific use
3. \_\_\_\_ Soils map of the area. If any prime agricultural soils are within the subdivision parcel(s) the soils map shall be marked to show location of said prime agricultural soils
4. \_\_\_\_ 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 \_\_\_\_\_

5. \_\_\_\_ Written confirmation that the Utilities Division has reviewed plans for proposed sewer service, and indicating whether sewer service is (is not) available and will (will not) be required
6. \_\_\_\_ If Individual Sewage Disposal Systems are proposed, confirmation from the State Department of Environmental Management that the soils are adequate for the use of ISDS. Either of the following:

\_\_\_\_ Preliminary Subdivision Suitability Report No. \_\_\_\_\_  
 (3-5 lots)

\_\_\_\_ Water Table verification No. \_\_\_\_\_  
 (2 lots)

7. \_\_\_\_ Written confirmation from the CRMC pursuant to the 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
8. \_\_\_\_ In lieu of item 7 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
9. \_\_\_\_ 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 determination as provided in the Rhode Island Coastal Resources Management Program, or any applicable Special Area Management (SAM) Plans, or any subsequent amendments thereto
10. \_\_\_\_ In lieu of item 9 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 Resources Management Program do not apply
11. \_\_\_\_ The names and addresses of all property owners, agencies or communities requiring notification as required by these Regulations (*required only if a street extension or creation is involved*)

\_\_\_\_\_ Notification Required      \_\_\_\_\_ Notification Not Required

12. \_\_\_\_ Copies of return receipts for certified mail notices (*if required in No. 11, above*)

13. \_\_\_\_ Either of the following:

\_\_\_\_ A letter to the Planning Board the subdivider's intent to complete the required improvements prior to endorsement and recording; or,

\_\_\_\_ A letter to the Planning Board requesting that security sufficient to cover the cost of required improvements be established by the Board

14. \_\_\_\_ Soil and sedimentation erosion control plan if required