

**MASTER PLAN CHECKLIST
MAJOR LAND DEVELOPMENT AND MAJOR SUBDIVISIONS**

The applicant shall submit to the Administrative Officer at least five (5) copies of master plan maps required below. The scale 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. 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.

At a minimum, the following information shall be provided:

1. Master Plan Drawing(s) – A map or plan of the subdivision parcel showing the following information:

1. ____ Name of the proposed subdivision
2. ____ Name and address of property owner and applicant
3. ____ Name, address and telephone number of person or firm preparing master plan
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 and proposed number of buildable lots, dwellings or other proposed improvements
10. ____ Location and dimensions of existing property lines within or adjacent to the subdivision parcel, easements and rights-of-way
11. ____ Location, width and names of existing streets within and immediately adjacent to the subdivision parcel
12. ____ Names of abutting property owners and property owners immediately across any adjacent streets

13. ___ Location of wooded areas and notation of existing ground cover
14. ___ Location of wetlands, watercourses or coastal features present on or within 200' feet of the property being subdivided
15. ___ Areas of agricultural use
16. ___ Existing topography with minimum contour intervals of two feet
17. ___ Location and approximate size of existing buildings or significant above ground structures on or immediately adjacent to the subdivision
18. ___ Proposals, if any, for connection with existing water supply and sanitary sewer systems or a notation that wells and ISDS are proposed
19. ___ Provisions for collecting and discharging stormwater
20. ___ Location of historic cemeteries on or immediately adjacent to the subdivision (if any)
21. ___ Location of any unique natural and/or historic features, including stone walls
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 improvements 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
24. ___ Base flood elevation data
25. ___ Open space use plan (residential cluster developments or residential compounds)

2. An Existing Conditions Map(s) (if appropriate) 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 feature 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

3. Supporting Materials – The applicant shall submit to the Administrative Officer five copies of a narrative report (actual number of copies to be determined by the Administrative Officer) 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 plans required in #1 above plus items #2 through #7 below:

1. ___ Filing Fee: - \$200 plus \$20 per unit

2. ____ An aerial photograph or a blue line copy of an existing aerial photograph of the proposed subdivision parcel and surrounding area
3. ____ A copy of the soils map of the subdivision parcel and surrounding area, and a 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
4. ____ An estimate of the approximate population of the proposed subdivision
5. ____ An estimate of the number of school-aged children to be housed in the proposed subdivision
6. ____ Fiscal impact statement
7. ____ Proposed phasing, if any
8. ____ Site Analysis (see Article XIII, Section G.)
9. ____ 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
10. ____ Initial written comments on the Master Plan from the following agencies:
(Provided by the Administrative Officer)

Local Agencies

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|---------|--------------------------------|-------------|
| A. ____ | Community Development | Date: _____ |
| B. ____ | Town Manager | Date: _____ |
| C. ____ | Highway Division | Date: _____ |
| D. ____ | Engineering Department | Date: _____ |
| E. ____ | Building Inspector | Date: _____ |
| F. ____ | Fire Alarm | Date: _____ |
| G. ____ | Solicitor | Date: _____ |
| H. ____ | Conservation Commission | Date: _____ |
| I. ____ | Fire District (if appropriate) | Date: _____ |
| J. ____ | Parks & Recreation | Date: _____ |
| K. ____ | Police Department | Date: _____ |
| L. ____ | Fire Department | Date: _____ |
| M. ____ | School Department | Date: _____ |
| N. ____ | Other (specify) | Date: _____ |
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