

APPENDIX B
MINOR SUBDIVISION AND MINOR LAND DEVELOPMENT PLAN CHECKLISTS

Materials and information required for pre-application meeting(s), preliminary and final plan review. Specific items may be waived by the Planning Board on the recommendation of the Administrative Officer.

A. PRE-APPLICATION MEETING(S) (Note: held only if requested by either the applicant or the Planning Board. If not held, proceed to preliminary stage.)

The applicant shall submit for the approval of the Administrative Officer at least ten (10) copies of conceptual plans. These need not be certified (stamped) by a registered land surveyor but shall clearly provide, at a minimum, the following information:

- 1. Name and address of property owner and applicant.
- 2. Date of plan, with revision dates, if any.
- 3. Graphic scale, true north arrow, and vicinity locus map.
- 4. A radius map showing all properties within 500 feet of the land being subdivided and the locations of all structures within 200 feet of the property line.
- 5. Plat and lot numbers of the parcel being subdivided, with identification of zoning district(s).
- 6. A separate listing, in or attached to the legend of the plan, of all streets on which the subject property abuts.
- 7. Perimeter boundary lines, drawn to distinguish them from other property lines.
- 8. All existing property lines.
- 9. All proposed property lines, and zoning setback lines (building envelope).
- 10. Location of existing and proposed streets, private lanes, pedestrian paths or walkways, rights-of-way, utilities, easements, stone walls, and other significant features.
- 11. Plans for relocating any above-ground utilities underground prior to any development.

- 12. Location of ponds, wetlands, and coastal features (if any), cemeteries, and sites of historic and archeological importance.
- 13. Location and size of existing and proposed buildings and other structures.
- 14. Notation of any existing or proposed deed restrictions, including those related to land being proposed as open space.
- 15. Filling Fee.

B. CHECKLIST REQUIREMENTS FOR PRELIMINARY PLAN

The applicant shall submit for the approval of the Administrative Officer at least ten (10) blue-line or photocopies of preliminary plans of a scale sufficient to show all of the details required, no larger than 24" x 36", certified (stamped) by a registered land surveyor, together with two (2) copies reduced to 11" x 17". At a minimum, the following information shall be provided:

- 1. All items 1 through 14 required for pre-application meeting (above).
- 2. Location of flagged wetland boundaries, watercourses and coastal features within the subject parcel and within two hundred (200) feet of the perimeter of the parcel, OR an affidavit signed by a qualified professional (wetlands biologist, registered professional engineer, registered professional land surveyor) stating that there are no such wetlands or coastal features. Wetlands, water courses and coastal features outside the parcel may be delineated through use of GIS mapping.
- 3. Base flood elevation date (where applicable).
- 4. Existing contours at intervals of five (5) feet.
- 5. Locations, dimensions and materials of any existing or proposed retaining walls.
- 6. Total acreage and buildable land calculations for each proposed building lot.
- 7. Location, dimension and area of any land proposed to be set aside as open space.
- 8. Locations of existing and proposed permanent bounds.
- 9. Grading plan in sufficient detail to show proposed contours for all grading proposed for street construction, drainage facilities, and grading upon individual lots.
- 10. Proposed drainage plan and surface runoff calculations.
- 11. A landscaping plan, unless waived by the Planning Board.
- 12. Proposed utilities plan, including sewer, water, electric, phone, cable TV, as applicable.
- 13. If applicable, written confirmation by the Director of Public Works that adequate public water and sewer service will be available.

- 14. If onsite wastewater treatment systems are proposed, confirmation from the State Department of Environmental Management that the soils are adequate for the use of OWTS evidenced by water table verification.
- 15. A preliminary determination from the Coastal Resources Management Council, if applicable.
- 16. Written comments from the Technical Review Committee (provided by the Administrative Officer).
- 17. Written comments or advisories from the Historic District Commission and Conservation Commission, if applicable.
- 18. Either of the following:
 - a) A letter to the Planning Board stating the subdivider's intent to complete all required improvements prior to recording;
 - b) A letter to the Planning Board requesting that security sufficient to cover the costs of required improvements be established by the Board.
- 19. A written request for any required waivers or modifications which shall include: the specific regulations from which relief is being sought; the reasons for the requested waivers or modifications; demonstration that the requests, if granted, are in the best interest of good planning practice and/or design and are consistent with the Comprehensive Plan and Zoning Ordinance.
- 20. Initial draft copies of all legal documents proposed to implement the plan, including all easements, rights-of-way, dedications, covenants and restrictions, homeowners associations, and maintenance agreements.
- 21. The names and addresses of all abutting property owners and copies of mail receipts and return receipts for certified mail notices.
- 22. Filing fee.

C. CHECKLIST REQUIREMENTS FOR FINAL PLAN

The applicant shall submit for the approval of the Administrative Officer at least ten (10) blue-line or photocopies of final plans for all subdivision elements and improvements, no larger than 24" x 36", certified (stamped) by a registered professional engineer, together with two (2) copies reduced to 11" x 17". Final plans shall reflect conditions of preliminary plan approval and, at a minimum, provide the following information:

- 1. All items required for preliminary plan also applicable to the final plan.
- 2. If wetlands exist on the property, written confirmation from RIDEM that plans of the proposed development, including any required off-site construction, have been reviewed and that approval has been granted for the proposed site alteration.
- 3. If the property contains a coastal feature, written confirmation from CRMC that plans of the proposed development, including any required off-site construction, have been reviewed and that approval has been granted for the proposed site alteration, if wetlands exist on the property
- 4. Soil erosion and sediment control plan (if required by the Planning Board).
- 5. Final drainage plans.
- 6. Final landscaping plans, if required.
- 7. Final copies, in recordable form and reviewed by the Town Solicitor, of all legal documents.
- 8. A certificate from the Tax Collector affirming that all taxes have been paid and that there are no municipal liens on the parcel(s).
- 9. Filing fee.
- 10. Payment of other required fees or posting of financial guarantees, if required, prior to final approval by the Planning Board and the recording of final plans:
 - a) Final plat recording fees
 - b) Performance bond or other financial guarantees for construction and maintenance.

Final plans shall reflect any additional improvements or changes requested by the Planning Board as conditions of approval. Following final approval, the applicant shall provide the following:

1. A permanent, indelible, nonerasable mylar for recording purposes.
2. A digital file indicating all property lines, rights-of-ways and easements as approved on the final plat.