

## MAJOR LAND DEVELOPMENTS AND MAJOR SUBDIVISIONS

### PRELIMINARY PLAT CHECKLIST # 6

1. **Preliminary plat map(s).** The applicant shall submit to the administrative officer at least THREE copies of the preliminary site plans drawn to a scale of one 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, Commission of Registration for Professional Engineers and Commission of Registration of Land Surveyors.

**A. [All maps.]** All maps required by this checklist shall show the following information (if applicable):

1. \_\_\_\_\_ Name of the proposed subdivision, including phase number
2. \_\_\_\_\_ Name(s) and address(s) of property owner(s) and applicant(s)
3. \_\_\_\_\_ Name, address and telephone number of engineer, land surveyor, architect or landscape architect
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 parcel being subdivided
7. \_\_\_\_\_ Zoning district(s) of the parcel 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 immediately 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. [Existing conditions map.]** 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, open meadows, significant wildlife habitats, tree lines, hedgerows and/or stone walls and notation of existing ground cover
4. \_\_\_\_\_ Areas of agricultural use or potential use (article II)
5. \_\_\_\_\_ Location of scenic views to, from or within the parcel(s)
6. \_\_\_\_\_ Location of wetlands, watercourses or coastal features present on or within 200 feet of the perimeter of the subdivision parcel
7. \_\_\_\_\_ Existing topography with minimum contour intervals of two feet
8. \_\_\_\_\_ Location and approximate size of existing buildings or significant aboveground 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[ground] or underground utilities
10. \_\_\_\_\_ Location of community landmarks, historic cemeteries, historic structures on or immediately adjacent to the subdivision parcel(s)
11. \_\_\_\_\_ Base flood elevation data
12. \_\_\_\_\_ Certification by a registered land surveyor that a perimeter survey of the land being subdivided has been performed and conforms to the survey requirements of these regulations

**C. [Proposed conditions maps.]** A proposed conditions 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, street lights, 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[-site] and off-site street construction, drainage facilities and upon individual lots if part of proposed subdivision improvements
4. \_\_\_\_\_ Landscape construction plan to show all significant proposed clearing of land, removal of existing vegetation, revegetation and/or planting 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 one inch = 40 feet horizontal and one inch = four feet vertical
7. \_\_\_\_\_ Street cross sections
8. \_\_\_\_\_ Proposed street names
9. \_\_\_\_\_ Proposed sidewalks or bike paths
10. \_\_\_\_\_ Proposed street trees, if required by the planning commission
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. \_\_\_\_\_ Twenty copies of the proposed subdivision plan reduced to no larger than 11 inches x 17 inches
15. \_\_\_\_\_ Proposed structures, buildings, [and] recreational facilities

**D. Supporting materials.**

1. \_\_\_\_\_ Filing fee: \$300.00, plus \$50.00 per acre, plus required mailing and advertising expenses
2. \_\_\_\_\_ Written confirmation from the RI Department of the Environment pursuant to the department's 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. \_\_\_\_\_ Written approval of the proposed subdivision, including any required off-site construction, from the RI Coastal Resources Management Council in the form of an assent as provided in the Rhode Island Coastal Resources Management Program, or any subsequent amendments thereto
4. \_\_\_\_\_ Written confirmation that the Jamestown water department has reviewed the plan and is able to provide water service (if proposed)  
Date of letter \_\_\_\_\_
5. \_\_\_\_\_ 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)
6. \_\_\_\_\_ Preliminary subdivision suitability determination by the [state] department of the environment for the use of individual sewage disposal systems (if proposed)

- 7. \_\_\_\_\_ Written confirmation that the town engineer has reviewed plans for proposed sewer service, and indicating whether sewer service is (is not) available and will (will not) be required
- 8. \_\_\_\_\_ The names and addresses of owners of all properties, agencies or communities requiring notification as required by these regulations
- 9. \_\_\_\_\_ Copies of return receipts for certified mail notices (above)
- 10. \_\_\_\_\_ Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, open space use and maintenance plan or other required legal documents  
Specify \_\_\_\_\_
- 11. \_\_\_\_\_ Either of the following:
  - a. \_\_\_\_\_ A letter stating it is the intent of the applicant to complete the required improvements prior to the planning commission'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 commission
- 12. \_\_\_\_\_ Initial amount set by commission \_\_\_\_\_  
Date \_\_\_\_\_
- 13. \_\_\_\_\_ Final written comments on the preliminary plan by the technical review committee, plus the following (provided by the administrative officer):
 

A.	_____	Planning department	Date:	_____
B.	_____	Public works director	Date:	_____
D.	_____	Building official	Date:	_____
E.	_____	Solicitor	Date:	_____
F.	_____	Conservation committee	Date:	_____
G.	_____	Other (specify) _____	Date:	_____