

## SUBDIVISION AND DEVELOPMENT PLAN REVIEW CHECKLIST

### Application Type Key

Subdivision Application	-	A	=	Administrative
		C	=	Concept or Pre-application
		MnPPS	=	Minor Preliminary Plan Subdivision
		MjMPS	=	Major Master Plan Subdivision
		MjPPS	=	Major Preliminary Plan Subdivision
		FPS	=	Final Plan Subdivision
		CLS	=	Cluster Subdivision (Cluster applications shall be required to submit the same information as required at each stage of the conventional application stages in addition to other information as requested by Section 15-10.)
Development Plan Review	-	MnPLDP	=	Minor Preliminary Land Development Plan
		MjMLDP	=	Major Master Land Development Plan
		MjPLDP	=	Major Preliminary Land Development
		FLDP	=	Final Land Development Plan

Application Contents	Required for the following application stages:	Submitted (yes / no / NA)
<b>PLAN CONTENTS</b>		
Number of Copies 12	All	
Two or three proposals	C	
Final Plan record drawings 2 mylar, 3 paper, 18" x 24"	All	
Name of proposed development	All	
Owner and Applicant name	All	
North arrow, map scale, date of plan, revision dates, source, map legend	All	
1" = 400' locus map depicting institutional buildings, public services, open space and greenways	A, C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Historic Districts	All	
Route 102 Development Management District	All	
Zoning District	All	
Aquifer Overlay Zone	All	
Community & Non-community wellhead protection areas	All	
Name and location of surface watershed, water quality classification per RIDEM water quality regulations	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Assessor's Map and Lot numbers	All	
Existing and proposed acreage	All	
Existing and proposed property line configurations	All	
Existing easements	All	
Abutting Streets	All	
Flood Zone areas (100 yr Zone A & 500 year Zone B)	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	

State or Local greenspace priorities or greenways	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
State designated Natural Heritage Site per URI's NHS data base and RIDEM National Heritage Program <a href="http://www.uri.edu/ce/rinhs/database/db_rinhp.htm">http://www.uri.edu/ce/rinhs/database/db_rinhp.htm</a>	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
<b>EXISTING NATURAL RESOURCES AND SITE ANALYSIS MAP:</b>		
Topography 2' contours in area of proposed development.	MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Topography 5' or 10' GIS data for entire property	C	
Wetlands locations including vernal pools, ponds, streams and special aquatic sites as delineated by a Professional Wetlands Biologist	MnPPS, MjMPS & CLS, MnPLDP, MjMLDP	
Approximate wetlands location using GIS	C including CLS pre-applications	
RIDEM Preliminary Wetlands Determination	MnPPS, MjPPS, (same for identical CLS stages), MnPLDP, MjPLDP	
RIDEM Formal Wetlands Alteration Permit (if required by Preliminary Determination)	MnPPS, MjPPS, (same for identical CLS stages), MnPLDP, MjPLDP	
Vegetative cover including unfragmented forest areas	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Soils map including poorly drained soils (hydric soils)	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Ridge lines and or high points of existing hills	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Stone walls	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Ledge and Rock outcroppings	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
<b>CULTURAL RESOURCE AND MAN MADE INVENTORY</b>		
Location of man made features such as roads or paths, structures	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Historic sites or cemeteries	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Size and location of waterlines and sewerlines	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Gas service and electrical service	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Telephone and cable service	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Width and surface material of existing roads at access points	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Existing drainage and drainage structures	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Archeological sites	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Viewshed analysis including photographs	CLS	

<b>RECREATIONAL RESOURCE INVENTORY</b>		
Existing trails	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Boat launch and or public fishing areas	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Existing playfields and playgrounds	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
<b>SITE CONTEXT MAP</b> - The contextual analysis process is described in Section 15-10.5 and in the design process Section 15-10.3, Step 2 of these Regulations. This information may be based on the information provided at the Pre-application stage of review with updates as required	CLS	
Site Context Map	CLS	
<b>SKETCH PLAN OVERLAY SHEET</b> – The applicant shall present initial proposals for development, using a conceptual sketch plan(s) for development. This information may be based on the information provided at the Pre-application stage of review with updates as required.	CLS	
Identification of areas proposed for development –including all building, parking and storage areas.	CLS, MnPPS, MjMPS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Location of proposed open space areas	MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Initial layout of streets	MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Land unsuitable for development (Environmental Constraints)	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
Shaded slope map depicting 5, 10 and 15 percent slopes	C, MnPPS, MjMPS, CLS, MjPPS, MnPLDP, MjMLDP, MjPLDP	
<b>CONVENTIONAL YIELD PLAN</b> – An updated conventional Yield Plan as discussed at the Pre-application stage of review shall be presented for further review by the Planning Board, if required.	C, MnPPS, MjMPS, CLS, MnPLDP, MjMLDP, (land developments not involving subdivision use conventional yield plan approach to determine maximum number of units)	
<b>SUPPORTING MATERIALS</b>		
Landscape Plan by RI Registered Landscape Architect	MnPPS, MjPPS, MnPLDP, MjPLDP, (CLS –Preliminary, both minor & major)	
Architectural Plan by RI Registered Architect	MnPPS, MjPPS, MnPLDP, MjPLDP, (CLS – Preliminary, both minor & major)	
Construction Drawings detailing all civil drainage designs and structural components, roadway profile and cross sections	MnPPS, MjPPS, MnPLDP, MjPLDP, (CLS – Preliminary, both minor & major)	
Written confirmation from the appropriate water company or district that water capacity is available	MnPPS, MjMPS, MjPPS, CLS, MnPLDP, MjMLDP, CLS	
Water company or district approval of engineered drawings	MjPLDP, FPS, FLDP	
Burrillville Sewer Commission approval	MnPPS, MjMPS, MjPPS, MnPLDP, MjMLDP, MjPLDP	

Open space use & management plan per Section 15-10.7.A	CLS and MnPPS & MnPLDP in the case of RRC's	
Draft copies of all legal documents describing the property, proposed easements, and rights of way, dedications, restrictions, metes and bounds descriptions or other legal documents as necessary	FPS, FLDP	
200 foot radius map containing current abutters' names and addresses	MjMPS, MjPPS, CLS, MjMLDP, MjPLDP, (MnPLDP & MnPPS in the case of RRC's)	
Copies of return receipts for certified mail notices	MjMPS, MjPPS, CLS, MjMLDP, MjPLDP, (MnPLDP & MnPPS in the case of RRC's)	
Certificates of Mailing (as proof of abutter notice)	MjMPS, MjMLDP	
Completed Property Liability Verification	All (required if more than one year elapses between application stages)	
AutoCAD release 13 (separate, distinct georeferenced file locations depicting parcels, buildings, sewer, water, electric and drainage lines)	A, FPS, FLDP	
Digital copies of all plans and plan sheets in Microsoft Power Point will be required beginning 4-1-08.	All	
Letter indicating the applicants intent to construct road improvements either prior to or after Final Approval – If bonded – Bond Amount \$ _____ Inspection Fee \$ _____ Maintenance Bond \$ _____	MnPPS, MjPPS, MnPLDP, MjPLDP	
Administrative filing fee (In addition to the filing fee, applicants are responsible for payment of notification to abutters and newspaper advertising fees as required for minor applications involving road construction and major subdivision and land development applications)	All (see fee schedule in subdivision regulations)	
Written comments from the following Local, State or Federal Agencies as provided for by the Administrative officer: (10 additional copies of plan 24" x 36"  Local Agencies: ____ Planning Department                      Date: _____ ____ Town Manager                                Date _____ ____ DPW    Date _____ ____ Building & Zoning                            Date _____ ____ Fire Dept.                                        Date _____ ____ Police Dept.                                    Date _____ ____ School Dept.                                    Date _____ ____ Electric Provider                              Date _____ ____ Cable & Telephone                          Date _____ ____ Recreation Commission                    Date _____ ____ Conservation Comm.                         Date _____ ____ Land Trust                                        Date _____	MnPPS & MnPLDP(in the case of RRC's), MjMPS, MjPPS, MjMLDP, MjPLDP	

<p>Adjacent Communities (specify):</p> <p>_____ Date _____</p> <p>_____ Date _____</p> <p>_____ Date _____</p> <p>_____ Date _____</p> <p>_____ Date _____</p> <p>State Agencies:</p> <p>_____ DEM Date _____</p> <p>_____ DOT Date _____</p> <p>_____ DOH Date _____</p> <p>Federal:</p> <p>_____ FEMA Date _____</p>	
--	--

\_\_\_\_\_ Complete      \_\_\_\_\_ Incomplete      \_\_\_\_/\_\_\_\_/\_\_\_\_.Date

\_\_\_\_\_ Administrative Officer

**IN ADDITION TO CERTIFICATES OF COMPLETENESS AS AUTHORIZED BY THE TOWN'S ADMINISTRATIVE OFFICER, THE PLANNING BOARD RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION, STUDIES, PLANS AND OR REPORTS, AS DEEMED NECESSARY BY THE BOARD, PRIOR TO RENDERING DECISIONS ON ALL APPLICATIONS AND ASSOCIATED STAGES/LEVELS OF REVIEW.**