



TOWN OF BURRILLVILLE

Planning Department
Town Hall Annex
144 Harrisville Main Street
Harrisville, RI 02830-1499
401-568-4300 x130

Master Plan Application **Major Land Development and Subdivisions Projects**

Complete and submit this form with all other required application packet materials listed in the attached checklist. The Administrative Officer will review and certify your packet as complete or incomplete within 15 working days of the submission date.

Application Fee: \$600 & 20 per lot

Applicant(s) Name: _____
Address: _____ Phone Number: _____
Owner(s) Name (1) _____ Phone Number: _____
Address _____
(2) _____ Phone Number: _____
Address _____
Surveyor Name & Address: _____ Phone Number: _____
Engineer Name & Address: _____ Phone Number: _____
Owner's Agent/Attorney Name & Address: _____ Phone Number: _____
Assessors Plat/Lot #(s) _____
Location of Parcel (Street, pole number, address) _____
Zoning District(s) of the parcel(s) _____ Aquifer Zone? _____
Total number of lots in the proposed plan _____ Total number of dwelling units proposed _____
Plan Title: _____ Date of Plan: _____

I/We, the undersigned, do swear that all information given above is, to the best of my/our knowledge, accurate and complete. Additionally, I/We, the undersigned, accept full responsibility for the accuracy and completeness of the required information pursuant to the Land Development and Subdivision Regulations. All owners of record must sign the application.

Applicants Signature (if different from owner) _____

Signature of Owner(s): (1) _____ Date _____
(2) _____ Date _____
(3) _____ Date _____

Notary's Certification: _____ Date _____

OFFICE USE ONLY:

Date of receipt _____ Received by _____
Date Certified Complete _____ Certified by _____
Fee Acceptance Date _____ Accepted by _____
APPROVE _____ REJECT _____ REFERRED TO PLANNING BOARD _____



TOWN OF BURRILLVILLE

Planning Department
Town Hall Annex
144 Harrisville Main Street
Harrisville, RI 02830-1499
401-568-4300 x130

Master Plan Checklist **Major Land Development and Subdivision Projects**

The Applicant shall submit to the Administrative Officer:

____ **1 PDF (electronic) application packet** to include any supporting materials required in this checklist.

____ **1 paper application packet with 18"x24" plan**

____ **10 18"x24" paper plan copies** for Board member review

The Board reserves the right to require additional paper copies to complete review. The plans must be drawn to a scale between one inch equals 50 feet and one inch equals 100 feet. The scale may be modified with the permission of the administrative officer. Each sheet shall be 18 inches by 24 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.).

A. All plans required by this checklist shall show the following information (as applicable):

1. ____ A title block containing the Name of the proposed subdivision, Plan Title, Assessors Plat and lot number(s), date of plan preparation, name and address of property owner and applicant, if different.
2. ____ Name, address, telephone number and registration seal of engineer or land surveyor preparing the plans.
3. ____ Date of plan preparation, with all revision date(s) (if any).
4. ____ Graphic scale and North arrow.
5. ____ Inset locus map at 1" = 2,000'.
6. ____ Plat and lot number(s) of the land being subdivided.
7. ____ Legend of all symbols used.
8. ____ Zoning district(s), including overlay districts of the land being subdivided. (If more than one district, zoning boundary lines must be shown.)
9. ____ Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property line.
 - Existing Boundary lines of parcel show as solid line.
 - Proposed boundary lines of parcel(s) shown as heavy solid line.
 - Eliminated boundary line(s) of parcel shown as dashed line.
10. ____ Area of the subdivision parcel(s) and proposed number of buildable lots or dwelling units.
11. ____ Location and dimensions of existing property lines within or forming the perimeter of the subdivision parcel(s).
12. ____ Easements and rights-of-way within or immediately adjacent to the subdivision parcel(s).
13. ____ Location, width and names of existing streets within and immediately adjacent to the subdivision parcel.

14. ____ Names of abutting property owners and property owners immediately across any adjacent streets.
15. ____ Location of wooded areas and notation of existing ground cover and un-fragmented forest.
16. ____ Location of land unsuitable for development within or immediately adjacent to the subdivision parcel.
All wetland locations within two-hundred (200) feet of the perimeter of the subdivision parcel shall be verified by RIDEM in a Preliminary Wetland Determination. State or Local greenspace priorities or greenways.
17. ____ Areas of agricultural use.
18. ____ Existing contours at intervals of a minimum of two (2) feet.
19. ____ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision.
20. ____ 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.
21. ____ Location of historic cemeteries within or immediately adjacent to the subdivision parcel(s) (if any).
22. ____ Location of any unique natural and/or historic features, including stone walls.
23. ____ Note on plans whether the subdivision is within a: Historic District; Aquifer Overlay Zone; Wellhead Protection District; the Route 102 Development Management District or a Flood Zone. Show boundary lines where applicable.
24. ____ Delineation of base flood elevation (where applicable).

B. Proposed Conditions Map(s) showing:

1. ____ Proposed improvements, including streets, lots, lot lines, with approximate lot areas and dimensions. Proposed lot lines shown as heavy solid lines to distinguish them from existing property lines.
2. ____ Grading plan in two (2) foot contours showing all proposed grading, including on-site construction of streets and drainage facilities and grading upon individual lots if part of proposed subdivision improvements (if applicable).
3. ____ Proposed landscaping plan, prepared by a landscape architect registered in the State of Rhode Island (if required).
4. ____ 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.
5. ____ Location, dimension and area of any land proposed to be dedicated for use as open space.
6. ____ Building envelope for each lot.
7. ____ Location of soil evaluation/water table test holes (OWTS).
8. ____ Certification by a registered land surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to the survey requirements of these Regulations and are certified as being correct.

9. ____ Delineation of land suitable for development and area calculation of minimum lot area as provided in the Zoning Ordinance.

C. Supporting materials.

1. ____ Administrative (filing) fee. Subdivision Regulations 15-5.6
2. ____ Narrative Description of the Proposed Plan; A detailed description of the proposed plan, including the purpose of the proposed plan, and any pertinent features of the site that may be affected.
3. ____ Project review fee (if applicable). Subdivision Regulations 15-5.7
4. ____ 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.
5. ____ If individual sewage disposal systems are proposed, confirmation from the State Department of Environmental Management that the soils are adequate for the use of OWTS through a Subdivision Suitability Report.
6. ____ Sewer Commission and/or Water District letter stating availability.
7. ____ Proposed phasing plan, if any.
8. ____ Names and addresses of all property owners within a two-hundred-foot radius of the perimeter of the property as shown on the current real estate and tax assessment records of the Town, including plat and lot numbers. Copies of return receipts for certified mail notices.
9. ____ Property Liability Verification: Written confirmation from the Burrillville Tax Collector, Fire District Tax Collector, Sewer and Water Departments that all property taxes and fee assessments on land involved are current.
10. ____ PDF copies of all plans and plan sheets to **rgoff@burrillville.org**.