



TOWN OF BURRILLVILLE

Planning Department
Town Hall Annex
144 Harrisville Main Street
Harrisville, RI 02830-1499

Preliminary Plan Application

Minor Land Development and Subdivisions (with new road)

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: _____	Email: _____
Address: _____	Phone Number _____
Owner(s) Name: (1) _____	Phone Number _____
(2) _____	Phone Number _____
Mailing Address (1) _____	
(2) _____	
Assessors Plat # _____	Lot(s) # _____ Plan Date: _____
Location of Parcel(s) (Street, pole number, address) _____	
Total Area of parcel(s) to be subdivided _____	
Zoning District(s) of the parcel(s) _____	
Total number of lots in the proposed subdivision 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) _____

(2) _____

Owner's Agent/ Attorney _____ Date _____

Surveyor _____ Date _____

OFFICE USE ONLY:

Date of receipt _____	Received by _____
Date certified complete _____	Certified by _____
Fee acceptance date _____ amount _____	Accepted by _____
Planning Board Action; Date _____	APPROVE _____ REJECT _____



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

Preliminary Plan Checklist

Minor Land Development and Minor Subdivision (with new road)

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 (if applicable):

1. _____ A title block containing the Plan Title, Assessors Plat and lot number(s), date of plan preparation and any revision dates, name and address of property owner and applicant, if different.
2. _____ Name, address and telephone number of engineer or land surveyor preparing the plans.
3. _____ Graphic scale and North arrow.
4. _____ A legend of all symbols used in the plan.
5. _____ Inset locus map at 1" = 2,000'.
6. _____ Zoning district(s) of the land being subdivided. (If more than one district, zoning boundary lines must be shown.)
7. _____ Boundary lines of the parcel, with dimensions and bearings, drawn so as to distinguish them from other property lines.
 - 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
8. _____ Area of the subdivision parcel(s) and proposed number of buildable lots or dwelling units.
9. _____ Building envelope of subdivision parcel(s)
10. _____ Location and dimensions of existing property lines within or forming the perimeter of the subdivision parcel(s).
11. _____ Easements and rights-of-way within or immediately adjacent to the subdivision parcel(s).

12. _____ Location, width and names of existing streets within and immediately adjacent to the subdivision parcel.
13. _____ Names of abutting property owners and property owners immediately across any adjacent streets.
14. _____ Location of wooded areas and notation of existing ground cover.
15. _____ Location of land unsuitable for development within or immediately adjacent to the subdivision parcel. All wetland locations shall be verified by RIDEM. State or Local greenspace priorities or greenways.
16. _____ Areas of agricultural use.
17. _____ Topography: two (2) foot contours in area of proposed development and 5-10 foot contours for entire parcel.
18. _____ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision.
19. _____ 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.
20. _____ Location of historic cemeteries within or immediately adjacent to the subdivision parcel(s) (if any).
21. _____ Location of any unique natural and/or historic features, including stone walls.
22. _____ Note on plans whether the subdivision is within a: Historic District; Aquifer Overlay Zone; Wellhead Protection District; the Rt. 102 Development Management District or a Flood Zone. Show boundary lines where applicable.
23. _____ Delineation of base flood elevation (where applicable).

B. Proposed conditions map(s) to show the following:

1. _____ Proposed improvements, including streets, lots, lot lines, with lot areas and dimensions. Proposed lot lines shall be drawn with heavy solid lines.
2. _____ Grading plan in sufficient detail to show proposed contours for all grading proposed for 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. _____ Existing and proposed monument locations
8. _____ Location of soil evaluation/water table test holes.
9. _____ 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.

C. Supporting materials.

1. _____ 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.
2. _____ Administrative (filing) fee.
3. _____ Property Liability Verification; Written certification from the Burrillville Tax Collector, Fire District Tax Collector, Sewer and Water Departments that all property taxes and fee assessments on the land involved are current.
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. _____ 200 foot radius map containing current abutters' names and addresses. Copies of return receipts for certified mail notices.
6. _____ Notice affidavit/acknowledgement of costs.
7. _____ 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. Either of the following:

_____ Preliminary Subdivision Suitability Report No. __ (3 to 5 lots)

_____ Soil Evaluation No. _____ (2 lots)
8. _____ Sewer Commission and/or Water District letter stating availability.
9. _____ Other information as may be required by the Administrative Officer and/or the Planning Board to show that the proposed plan is in accordance with the Burrillville Land Development and Subdivision Regulations and the Burrillville Zoning Ordinance.
10. _____ Digital PDF copies of all plans, plan sheets and submittal materials to rgoff@burrillville.org.