



## TOWN OF BURRILLVILLE

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

### Preliminary Plan Application

#### **Major and Minor Land Development Projects and Subdivisions (No 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 Fees: No public improvements \$300 + \$20 per lot**

Applicant(s) Name: _____	Email: _____
Address: _____	Phone Number _____
Owner(s) Name: (1) _____	Phone Number _____
(2) _____	Phone Number _____
Mailing Address (1) _____	
(2) _____	
Assessors Map # _____	Existing 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 hereby certify that I/We are the only owner(s) of record of the property being subdivided under this application. In addition, I/We do hereby swear that all information given above and otherwise submitted, 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 and the attached checklist All owners of record must sign the application.

Applicants Signature (if different from owner) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner(s) (1) \_\_\_\_\_ Date \_\_\_\_\_

(2) \_\_\_\_\_ Date \_\_\_\_\_

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 \_\_\_\_\_

Decision: Date \_\_\_\_\_ APPROVE \_\_\_\_\_ REJECT \_\_\_\_\_ REFERRED to Planning Board \_\_\_\_\_



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### **Preliminary Plan Checklist**

#### **Minor Land Development and Subdivision Projects (No Street Creation or Extension)**

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, 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. \_\_\_\_\_ Date of plan preparation, with revision date(s) (if any).
4. \_\_\_\_\_ Graphic scale and North arrow.
5. \_\_\_\_\_ A legend of all symbols used in the plan
6. \_\_\_\_\_ Inset locus map at 1" = 2,000'.
7. \_\_\_\_\_ Plat and lot number(s) of the land being subdivided.
8. \_\_\_\_\_ Zoning district(s) of the land being subdivided. (If more than one district, zoning boundary lines must be shown.)
9. \_\_\_\_\_ 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.
10. \_\_\_\_\_ 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

11. \_\_\_\_\_ Building envelope of subdivision parcel(s)
12. \_\_\_\_\_ Area of the subdivision parcel(s) and proposed number of buildable lots or dwelling units.
13. \_\_\_\_\_ Location and dimensions of existing property lines within or forming the perimeter of the subdivision parcel(s).
14. \_\_\_\_\_ Easements and rights-of-way within or immediately adjacent to the subdivision parcel(s).
15. \_\_\_\_\_ Location, width and names of existing streets within and immediately adjacent to the subdivision parcel.
16. \_\_\_\_\_ Names of abutting property owners and property owners immediately across any adjacent streets.
17. \_\_\_\_\_ Location of wooded areas and notation of existing ground cover.
18. \_\_\_\_\_ Location of land unsuitable for development within or immediately adjacent to the subdivision parcel. All wetland locations shall be verified by RIDEM.
19. \_\_\_\_\_ Areas of agricultural use.
20. \_\_\_\_\_ Existing contours at intervals of a minimum of five feet.
21. \_\_\_\_\_ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision.
22. \_\_\_\_\_ 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.
23. \_\_\_\_\_ Location of historic cemeteries within or immediately adjacent to the subdivision parcel(s) (if any).
24. \_\_\_\_\_ Location of any unique natural and/or historic features, including stone walls.
25. \_\_\_\_\_ Notation on plan if the subdivision parcel(s) are located within any natural heritage areas (RIDEM); State or Local greenspace priorities or greenways.
26. \_\_\_\_\_ 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.
2. \_\_\_\_\_ 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
- 3. \_\_\_\_\_ 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).
- 4. \_\_\_\_\_ Proposed landscaping plan, prepared by a landscape architect registered in the State of Rhode Island (if required).
- 5. \_\_\_\_\_ Proposed utilities plan, including sewer, OWTS, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, or other proposed above- or underground utilities, as applicable.
- 6. \_\_\_\_\_ Location, dimension and area of any land proposed to be dedicated for use as open space.
- 7. \_\_\_\_\_ Building envelope for each lot.
- 8. \_\_\_\_\_ Existing and proposed monument locations.
- 9. \_\_\_\_\_ Location of soil evaluation/water table test holes (OWTS).
- 10. \_\_\_\_\_ 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. \_\_\_\_\_ Administrative (filing) fee.
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. \_\_\_\_\_ Property Liability form showing all taxes have are up to date with town, fire district, sewer and water department, if applicable.
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. \_\_\_\_\_ Notice affidavit/acknowledgement of costs.
6. \_\_\_\_\_ 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)
7. \_\_\_\_\_ Sewer Commission and/or Water District letter stating availability.
8. \_\_\_\_\_ 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.
9. \_\_\_\_\_ PDF copies of all submission materials, plans and plan sheets [rgoff@burrillville.org](mailto:rgoff@burrillville.org)