



## TOWN OF BURRILLVILLE

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

### **Pre-application/Conceptual Plan Review Application** **Minor and Major Land Development or Subdivision 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: Minor (no road) \$100**

**Major or Minor with road \$350 + \$20/lot**

Applicant(s) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Owner(s) Name (1) \_\_\_\_\_ Phone Number \_\_\_\_\_

(2) \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address (1) \_\_\_\_\_

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

Street Address of lot(s) to be altered \_\_\_\_\_

Assessors Plat/Lots(s) \_\_\_\_\_ Plan Date \_\_\_\_\_

Recorded plat and Lot number of the lot(s) to be altered (if applicable) \_\_\_\_\_

Zoning District of parcel \_\_\_\_\_

Acreage or square feet of each proposed lot \_\_\_\_\_

I/ We, the undersigned, do swear that (I am or we are) the only (owner or owners) of record of the property under consideration in this application and 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 accompanying checklist of requirements. 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 \_\_\_\_\_



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401-568-4300 x130

### **Pre-application/ Conceptual Review Checklist** **Minor and Major Land Development or 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 scale of the plans shall be sufficient to clearly show all of the information required and shall be subject to the approval of the administrative officer. Each sheet shall be no larger than 18 inches by 24 inches, and each sheet shall be numbered sequentially, e.g., Sheet 1 of 3, 2 of 3, etc. The plans must illustrate all parcels, in their entirety, involved in the proposed subdivision or land development. Plans shall include a certification that all plans and improvements.

#### **Conceptual Plan**

The Conceptual Plan shows the principal existing features of the site, including parcel boundaries, roads, structures, water bodies and vegetation. It should be at a scale sufficient to clearly show all of the information required, depending on the size and complexity of the property. The base map shall show at a minimum, the following information.

1. \_\_\_\_\_ Name of the proposed subdivision.
2. \_\_\_\_\_ Name and address of property owner and applicant.
3. \_\_\_\_\_ Name, address and telephone number of the person or firm preparing the plan(s).
4. \_\_\_\_\_ Date of plan preparation, with revision date(s) (if any).
5. \_\_\_\_\_ Graphic scale and true North arrow.
6. \_\_\_\_\_ A legend of all symbols used in the plan.
7. \_\_\_\_\_ Plat and lot numbers(s) of the land being subdivided.
8. \_\_\_\_\_ Inset locus map at 1" = 400' depicting institutional buildings, public services, open space and greenways.
9. \_\_\_\_\_ Zoning district(s) of the land being subdivided. If more than one district, zoning boundary lines shall be shown. Note on plans whether the subdivision is within a: Historic District; Aquifer Overlay District; Wellhead Protection District; the Route 102 Development Management District, or a Flood Zone. Show boundary lines where applicable.
10. \_\_\_\_\_ Perimeter boundary lines of the subdivision, drawn to distinguish them from other property lines.

11. \_\_\_\_\_ Location of all interior lot lines and street lines with accurate dimensions indicated.
  - 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
12. \_\_\_\_\_ Area of the subdivision parcel(s) and proposed number of building 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 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. \_\_\_\_\_ Approximate location of land unsuitable for development as defined in the Zoning Ordinance, including wetlands or watercourses within and immediately adjacent to the subdivision parcel. It is not necessary to have wetland edges verified by RIDEM at this stage.
18. \_\_\_\_\_ Approximate topography using USGS Quadrangles.
19. \_\_\_\_\_ Location and approximate size of existing buildings or significant aboveground structures on or immediately adjacent to the subdivision parcel.
20. \_\_\_\_\_ Location of historic cemeteries on or immediately adjacent to the subdivision parcel.
21. \_\_\_\_\_ PDF copies of all plans and plan sheets to **rgoff@burrillville.org**.
22. \_\_\_\_\_ Filing Fee.
23. \_\_\_\_\_ 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.