

CONCEPTUAL MASTER PLAN CHECKLIST
MAJOR LAND DEVELOPMENTS AND MAJOR SUBDIVISION

The applicant shall submit to the Administrative Officer at least five (5) blue-line or photocopies of master plan maps required below. The scale of all plans shall be sufficient to clearly show all of the information required and shall be subject to the approval of the Administrative Officer. Plans shall include a certification that all plans and improvements conform to all existing and amended standards of the State of Rhode Island and Providence Plantations, Board of Registration for Professional Engineers and Board of Registration of Land Surveyors.

At a minimum, the following information shall be provided:

1. Conceptual Master Plan Drawing(s) - A map or plan of the subdivision parcel showing 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 person or firm preparing the conceptual master plan
4. Date of plan preparation, with revision date(s) (if any)
5. Graphic scale and true north arrow
6. Plat and lot number(s) of the land being subdivided
7. Zoning district(s) of the land being subdivided. If more than one district, zoning boundary lines must be shown
8. Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
9. Area of the subdivision parcel and proposed number of buildable lots, dwellings or other proposed improvements
10. Location and dimensions of existing property lines within or adjacent to the subdivision parcel, easements and rights-of-way
11. Location, width and names of existing streets within and immediately adjacent to the subdivision parcel
12. Names of abutting property owners and property owners immediately across any adjacent streets

13. Location of wooded areas and notation of existing ground cover
14. Location of wetlands, watercourses or coastal features present on or within 200 feet of the property being subdivided
15. NA Areas of agricultural use
16. Existing topography with minimum contour intervals of two feet
17. Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision
18. Proposals, if any, for connection with existing water supply and sanitary sewer systems or a notation that wells and ISDS are proposed
19. Provisions for collecting and discharging stormwater
20. NA Location of historic cemeteries on or immediately adjacent to the subdivision (if any)
21. Location of any unique natural and/or historic features, including stone walls
22. Notation on plan if the subdivision parcel(s) are located within any of the following areas:
 - NA Natural Heritage Areas (RIDEM)
 - NA Narrow River Special Area Management Plan (CRMC)
 - NA Salt Ponds Special Area Management Plan (CRMC)
 - NA Groundwater Protection Overlay District (Town)
23. Proposed improvements including streets, lots, lot lines, with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines
24. Base flood elevation data
25. NA Open space use plan (Flexible Design Residential Projects or residential compounds)
26. Proposed construction access road(s) or route(s)

2. Supporting Materials - The applicant shall submit to the Administrative Officer up to forty (40) copies of a narrative report (actual number of copies to be determined by the Administrative Officer) providing a general description of the existing physical environment and existing use(s) of the property along with a general description of the uses and type of development proposed by the applicant. The narrative report shall include reduced copies of all plans required in No. 1 above plus items 2-7, below:

1. Filing Fee: - \$200 plus \$20 per unit
2. An aerial photograph or a blue line copy of an existing aerial photograph of the proposed subdivision parcel and surrounding area
3. A copy of the soils map of the subdivision parcel and surrounding area, and a general analysis of soil types and suitability for the development proposed. If any prime agricultural soils and/or hydric soils are within the subdivision parcel(s) the soils map shall be marked to show the location of said prime agricultural soils and/or hydric soils
4. An estimate of the approximate population of the proposed subdivision
5. An estimate of the number of school-aged children to be housed in the proposed subdivision
6. **N/A** Fiscal impact statement
7. Proposed phasing, if any
8. Existing Resources and Site Analysis Map
9. A vicinity map, drawn to a scale of 1"=400' or as necessary to show the area within one-half mile of the subdivision parcel showing the locations of all streets, existing lot lines, and zoning district boundaries. Schools, parks, fire stations and other significant public facilities shall be indicated on the locus map by shading and labelling the specific use.

10. Initial written comments on the Conceptual Master Plan from the following agencies:

(Provided by the Administrative Officer)

Local Agencies

- | | | |
|----|---|-------------|
| A. | <input type="checkbox"/> Planning Department | Date: _____ |
| B. | <input type="checkbox"/> Town Manager | Date: _____ |
| C. | <input type="checkbox"/> Public Services Department | Date: _____ |
| D. | <input type="checkbox"/> Zoning Enforcement Officer | Date: _____ |
| E. | <input type="checkbox"/> Fire Alarm | Date: _____ |
| F. | <input type="checkbox"/> Solicitor | Date: _____ |
| G. | <input type="checkbox"/> Conservation Commission | Date: _____ |
| H. | <input type="checkbox"/> Recreation Commission | Date: _____ |
| I. | <input type="checkbox"/> Police Dept. | Date: _____ |
| J. | <input type="checkbox"/> Fire District | Date: _____ |
| K. | <input type="checkbox"/> School Dept. | Date: _____ |
| L. | Other (specify) _____ | Date: _____ |

Adjacent communities (specify)

- A. _____ Date: _____
- B. _____ Date: _____
- C. _____ Date: _____
- D. _____ Date: _____
- E. _____ Date: _____

State agencies

- A. _____ Environmental Management Date: _____
 - B. _____ Transportation Date: _____
 - C. _____ Coastal Resources Date: _____
 - D. _____ Other (specify) _____ Date: _____
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Federal agencies

- A. _____ U.S. Army Corps Engineers Date: _____
- B. _____ FEMA Date: _____

11. Written confirmation that the appropriate water company or district has reviewed the plan(s) and has determined it can/cannot provide water service

Water Company or District Veolia Rhode Island
 Date of Letter October 4, 2023

12. The names and addresses of all property owners, agencies, or communities requiring notification as required by these Regulations

13. Owner Authorization Form (See attached)

14. Subdivision Notification Form (See attached)

In addition to all applicable items required on the above checklists, an applicant for approval of development within the Route 1 Special Management District shall submit to the Administrative Officer copies of the information listed below. Information shall be conceptual in nature and provided in the form of plans, drawings or explanatory text in sufficient detail to indicate conformity with applicable provisions of zoning and the Comprehensive Plan. The Administrative Officer shall determine the actual number of copies of each document to be provided, up to a maximum of forty (40) copies.

- 1. _____ Description of existing uses, indicating proposed change of use, enlargement or modification, if any
- 2. _____ Description of proposed new uses, indicating size and extent of proposed buildings or other use areas
- 3. _____ Proposed vehicular access, indicating on and off-site streets, driveways, service roads, etc.

4. ___ Proposed parking plan, indicating number of spaces, landscaping and relation to proposed uses, including proposals for shared or on-street parking. For parking or access drives visible from US Route 1 or Kelley Way, plans or drawings must indicate view by motorists on such roads.
5. ___ Open space use plan indicating location, area and nature of proposed open space on the parcel(s) proposed for development, and relation to existing or proposed open space on adjacent parcels or in the entire District.
6. ___ Proposed buffering from US Route 1, Kelley Way and/or adjacent property, prepared by a registered Landscape Architect
7. ___ Proposed highway access and relation to on and off-site circulation patterns
8. ___ Schematic signage plan, indicating the general nature of all proposed exterior signage, with sketches and supporting explanatory information, if required by the Planning Board
9. ___ Schematic architectural drawings of proposed buildings, if required by the Planning Board
10. ___ Proposed lighting plan, including a description of proposed lighting fixtures, pole heights, type of illumination and anticipated lighting levels
11. ___ Pedestrian and bicycle circulation plan
12. ___ Location and nature of proposed outdoor refuse storage, collection and recycling areas
13. ___ Proposed construction schedule and proposed phasing of development