

**PRE-APPLICATION CONCEPT REVIEW CHECKLIST**  
**All Subdivisions**

**To initiate the application, the applicant shall submit to the Administrative Officer:**

1. The application review fee, as established by the South Kingstown Subdivision and Land Development Regulations;
2. Sixteen (16) copies of the Project Review Application Form, printed double-sided;
3. Two (2) copies of the Project Team Form;
4. One (1) notarized Owner Authorization Form for each owner of property proposed for subdivision;
5. Six (6) full size, paper copies of each required plan/sheet, as indicated in Sections (B), and (C), below;
6. The number of copies of each of the required supporting materials, as indicated in Section (D), below, printed double-sided as may be appropriate; and
7. PDFs of all application materials (all application forms, plans, and supporting materials), which are to be uploaded to the Town's FTP site.

If subsequent submittal of a revised plan set is required, the Administrative Officer will indicate how many full size and/or reduced copies are required. Each revised plan set shall also be submitted as a PDF(s). **When the plan set is ready for review by the Planning Board, ten (10) reduced (11 x 17) copies of the plan set will be required.**

The Administrative Officer shall have the authority to determine if any of the requirements of this Checklist are not applicable to the proposed development and therefore not required for a Certificate of Completeness to be issued.

**(A) Every plan sheet submitted pursuant to Sections (B), and (C), below, shall contain the following information:**

- ✓ 1. Name of the proposed subdivision
- ✓ 2. Plat and lot number(s) of the land being subdivided
- ✓ 3. Name and address of the applicant(s)
- ✓ 4. Name and address of the property owner(s)
- ✓ 5. Name, address and telephone number of the engineer and/or land surveyor who prepared the plan
- ✓ 6. Date of plan preparation, with all revision date(s), if any
- ✓ 7. Graphic scale

- ✓ 8. True north arrow
- ✓ 9. Zoning district(s) of the land being subdivided; if more than one district, zoning boundary lines must be shown
- ✓ 10. Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines, with dimensions indicated
- ✓ 11. Location, width and names of existing public and private streets within and immediately adjacent to the subdivision parcel
- ✓ 12. Approximate location of wetland perimeters on the subdivision parcel(s), if any, and associated wetland buffers as defined by RIDEM
- ✓ 13. Approximate locations of buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the subdivision parcel(s)
- NA 14. Approximate locations of coastal features adjacent to the subdivision parcel(s), if any, and associated wetland buffers as defined by RI CRMC
- NA 15. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the subdivision, including base flood elevation data for applicable zones

**(B) Existing Conditions Plan(s)**

The applicant shall submit an Existing Conditions Plan(s), which shall accurately depict the following information, in addition to the information listed in (B), above:

- ✓ 1. Area of the subdivision parcel(s)
- ✓ 2. An aerial photograph of the subdivision parcel(s)
- NA 3. Approximate location of any known existing easements and rights-of-way within or adjacent to the subdivision parcel(s)
- ✓ 4. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
- ✓ 5. Notation of existing ground cover with approximate locations of any existing wooded areas
- ✓ 6. Existing contours at intervals at a minimum of five (5) feet
- ✓ 7. Location of any existing streets, driveways, farm roads, woods roads, and/or trails that have been in public use (pedestrian, equestrian, bicycle, etc.)

- ✓ 8. Approximate location, size, and use/type of existing buildings or significant above-ground structures on the subdivision parcel(s)
- ✓ 9. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the subdivision parcel(s)
- ✓ 10. Approximate location, size, and type of all existing above and below ground utilities, including sewer, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be present on the site or within the right of way along the property frontage
- NA 11. Approximate location of historic cemeteries on or immediately adjacent to the subdivision parcel(s), or, if no historic cemeteries are present on the site, a notation indicating such
- ✓ 12. Approximate location of any unique historic features present on the site, including but not limited to stone walls
- NA 13. Approximate location of any unique natural features present on the site, including but not limited to significant specimen trees
- ✓ 14. Notation indicating that the subdivision parcel(s) are located or not located within the following areas of special concern:
  - a. Natural Heritage Areas, as defined by RIDEM
  - b. The area(s) under the jurisdiction of any Special Area Management Plan (SAMP) of RI CRMC, including but not limited to the Narrow River SAMP, and the Salt Ponds Region SAMP
  - c. The Town of South Kingstown Groundwater Protection Overlay District
  - d. Areas within a TMDL watershed, as identified by RIDEM and the Town of South Kingstown
  - e. An OWTS Critical Resource Area, as defined by RIDEM
  - f. A Drinking Water Supply Watershed, as defined by RIDEM
- ✓ 15. Notation indicating that the development parcel(s) or any building(s) within the parcel is or is not listed on the National Register of Historic Places

**(C) Concept Plan(s)**

The applicant shall submit a Concept Plan(s) that complies with the standards found within the Subdivision and Land Development Regulations. The Concept Plan(s) shall accurately depict the following information, in addition to the information listed in (B), above:

- ✓ 1. Proposed number of buildable lots
- ✓ 2. Conceptual proposed lot lines, with approximate dimensions and lot areas, drawn so as to distinguish them from existing property lines
- ✓ 3. Conceptual proposed streets, if any, with approximate areas and dimensions
- ✓ 4. Notation of the type of utilities proposed to service the property, including wastewater, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be required for site development
- ✓ 5. Approximate location, dimension, and anticipated use of any area(s) proposed to be set aside as open space
- ✓ 6. Conceptual locations and types of proposed stormwater management infrastructure

#### **(D) Supporting Materials**

The following supporting materials must be submitted at the time of application:

- ✓ 1. **16 copies** of a narrative report or written statement including:
  - A general description of the existing physical environment and existing use(s) of the property;
  - A general description of the use(s) and type(s) of development proposed;
  - A general statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed subdivision, including consideration of existing conditions and significant site features;
  - An estimate of the approximate population of the proposed subdivision;
  - An estimate of the number of school-aged children to be housed in the proposed subdivision.
- ✓ 2. **10 copies** of a vicinity map drawn to a measurable scale as necessary to show the area within one-half mile of the subdivision parcel, identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations, and other significant public facilities

*Note: Vicinity map is included in plan set (Sht. 2 of 5).*