

DEVELOPMENT PLAN REVIEW CHECKLIST

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

1. Six (6) copies of the Project Review Application Form, printed double-sided;
2. Two (2) copies of the Project Team Form;
3. One (1) notarized Owner Authorization Form for each owner of property proposed for development;
4. Six (6) full size, paper copies of each required plan, as indicated in Sections (B), and (C), below;
5. The number of copies of each of the required supporting materials indicated in Section (D), below, printed double-sided as may be appropriate; and
6. 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, if required, ten (10) reduced (11 x 17) copies of the plan set and the project application form 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 or whether any of the requirements may be modified in order 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 land development project
2. Name and address of the applicant
3. Name and address of the property owner
4. Name, address and telephone number of the entity who prepared the plan
5. Date of plan preparation, with all revision date(s), if any
6. Graphic scale

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7. True north arrow
8. Plat and lot number(s) of the land being developed
9. Perimeter boundary lines of the development, drawn so as to distinguish them from other property lines
10. Location, width and names of existing public and private streets within and immediately adjacent to the development parcel(s)
11. Perimeters of wetland areas on the development parcel(s), if any, as flagged by a certified wetlands biologist and verified by RIDEM, and associated wetland buffers as defined by RIDEM
12. Buffer areas, as defined by RIDEM, for any wetlands located on adjacent parcels which extend into the development parcel(s)
13. Coastal features adjacent to the development parcel(s), if any, as identified or flagged by a certified wetlands biologist and verified by RI CRMC, and associated wetland buffers as defined by RI CRMC
14. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the development, 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 (A), above. Any notations required may be located on any sheet of the plan set.

1. Area of the development parcel(s)
2. Dimensions of perimeter boundary lines of the development
3. Existing easements and rights-of-way within or adjacent to the development parcel(s), with a notation of the Book and Page of the South Kingstown Land Evidence Records at which the legal documentation is located
4. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets

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5. Names of abutting property owners and property owners immediately across any adjacent public or private streets
6. Notation of existing ground cover with depiction of any existing wooded areas
7. Boundaries and notation of the soil types classifications for the entire area of the development parcel(s), as identified by the most recent USDA RI Soil Survey
8. Identification of areas containing prime agricultural soils and farmland soils of statewide importance, or, if no such soils are present on the site, a notation indicating such
9. Depiction of areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
10. Existing contours at intervals of two (2) feet
11. Location and approximate coverage of any existing streets, driveways, farm roads, woods roads, and/or trails that have been in public use (pedestrian, equestrian, bicycle, etc.)
12. Accurate location, footprint/size, and use/type of existing buildings or significant above-ground structures on the development parcel(s)
13. Approximate location and footprint/size of existing buildings or significant above-ground structures on parcels immediately adjacent to the development parcel(s)
14. Accurate location, size, and type of all existing above and below ground utilities and infrastructure, including wastewater, water, gas, electric, stormwater drainage, communications and telecommunications infrastructure, as may be present on the site or within the right-of-way along the property frontage
15. Location and assumed perimeter of historic cemeteries on or immediately adjacent to the development parcel(s), or, if no historic cemeteries are present on the site, a notation indicating such
16. Location of any unique historic features present on the site, including but not limited to stone walls, or if none, a notation indicating such
17. Location of any unique natural features present on the site, or if none, a notation indicating such

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18. Notation indicating that the development 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 under the jurisdiction of the Narrow River Special Area Management Plan, as defined by RI CRMC;
- c. The area under the jurisdiction of the Salt Ponds Region Special Area Management Plan, as defined by RI CRMC;
- d. The Town of South Kingstown Groundwater Protection Overlay District;
- e. Areas within a TMDL watershed, as identified by RIDEM and the Town of South Kingstown;
- f. An OWTS Critical Resource Area, as defined by RIDEM; and
- g. A Drinking Water Supply Watershed, as defined by RIDEM.

19. Notation indicating that the development parcel(s) or any buildings(s) within the parcel is or is not listed on the National Register of Historic Places

20. Notation of the source(s) of all depicted existing conditions information

21. Certification by a RI Registered Land Surveyor that a Boundary Survey of the land being developed or disturbed has been performed and meets the measurement standards set by the State Board of Registration for Professional Land Surveyors; the Boundary Survey must depict all information necessary to accurately represent the extent and proximity of the proposed development relative to existing property lines and must clearly show/describe which portions of the plan were compiled using only a Data Accumulation Survey

(C) Proposed Conditions Plan(s)

The applicant shall submit a Proposed Conditions Plan(s). Any utility, monumentation, or other physical improvement details shown within the Plan(s) shall conform to the standards found within the Subdivision and Land Development Regulations. The Proposed Conditions Plan(s) shall accurately depict the following information, in addition to the information listed in (A), above:

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1. Zoning district(s) of the land being developed; if more than one district, zoning boundary lines must be shown
2. Location, footprint/size, height, dimensions, and use/type of proposed buildings and structures
3. Any proposed on- and/or off-site improvements, including access drives, loading areas, parking areas, sidewalks, and bicycle paths
4. Proposed easements and rights-of-way within the development parcel(s), or those to be acquired adjacent to the development parcel(s) as may be necessary
5. Proposed location, size, and type of all above ground and underground utilities servicing the property, including wastewater, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be required for site development
6. If proposed, plan and profile design information for any extension of public or private utility infrastructure
7. Location, dimension, and proposed use of any area of land proposed to be set aside as open space
8. The locations and design details of any On-Site Wastewater Treatment System(s) (OWTS) proposed for use within the development
9. The locations of any private or community wells proposed for use within the development
10. Limits of disturbance/work relative to on- and off-site improvements and infrastructure installation
11. Grading plan(s), to show proposed contours at 2-foot intervals for all grading proposed for on- and off-site improvements
12. Landscape plan(s), to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, within and adjacent to proposed parking areas, and within common areas, and landscape installation details and related notations

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13. Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a RI Registered Professional Engineer
14. Soil erosion, run-off and sedimentation control plan(s)
15. All utility and site improvement related details, including those related to the installation of streets, sidewalks, drainage systems, and utility infrastructure, both on- and off-site, as applicable
16. Proposed phasing, if any, including depiction of which on- and off-site improvements are to be installed in which phase
17. Certification by a RI Registered Professional Engineer that the proposed conditions drawings are correct

(D) Supporting Materials

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

1. **10 copies** of an aerial photograph of the development parcel(s)
2. For developments proposing an increase to lot building coverage and/or total impervious surface within the development parcels, **2 copies** of drainage calculations, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system
3. If no freshwater wetlands and/or wetland buffers are depicted within the plan set and the development parcel contains existing naturally vegetated areas, **2 copies** of an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas
4. For developments with coastal features and/or buffer areas adjacent to or within the subdivision parcel(s), **2 copies** of a coastal feature verification from the Coastal Resources Management Council
5. For developments proposing service by public water, **2 copies** of a written statement from the appropriate water company or district confirming that water service is available

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6. For developments proposing service by public sewer, **2 copies** of a written statement from the Town of South Kingstown Department of Public Services confirming that sewer service is available
7. For developments proposing service by an existing OWTS(s), **2 copies** of a System Suitability statement issued by RIDEM
8. For developments proposing new structures, **2 copies** of written confirmation that the applicable Fire District has reviewed the proposed plan(s) and approves the proposed design relative to emergency vehicle access and fire suppression requirements
9. For parcels with any previous remediation activity, **2 copies** of all pertinent State and/or Federal documentation

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