

**TOWN OF SOUTH KINGSTOWN  
PLANNING BOARD  
PROJECT REVIEW APPLICATION FORM**



*This Application Form is to be submitted with each stage of review.*

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Name of Primary Contact (if applicant is an organization): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

**OWNER INFORMATION**

Owner Name(s): \_\_\_\_\_

Owner Contact Information: \_\_\_\_\_

**PROJECT INFORMATION**

Assessor's Plat and Lot of Parcel(s) Proposed for Subdivision/Development: \_\_\_\_\_

Physical Address or Location of Parcel(s): \_\_\_\_\_

Zoning District(s) of Parcel(s): \_\_\_\_\_ Total Size of Development Parcel: \_\_\_\_\_

Date of Initial Meeting with Planning Department Staff (before first stage of review): \_\_\_\_\_

**TYPE OF PROJECT** (select all that apply)

Development Plan Review

Administrative Subdivision

Minor Subdivision, without street creation or extension

Minor Subdivision, with street creation or extension

Major Subdivision

Minor Land Development Project

Major Land Development Project

Multi-Household Land Development Project

Flexible Design Residential Project (FDRP)

Residential Compound

Comprehensive Permit

**CURRENT STAGE OF REVIEW** (if applicable)

Pre-Application Concept Review

Conceptual Master Plan

Preliminary Plan

Final Plan

Recording

Release of Performance/Maintenance Guarantee

Change to an Approved Plan

Reinstatement or Extension to Approved Plan

Request to Combine Review Stages

Other

**WAIVERS AND MODIFICATIONS**

Does this application request waiver of or modification to any of the requirements of the Town of South Kingstown Subdivision and Land Development Regulations?      yes\*                      no

*\*If yes, a statement describing the specific regulation(s) for which waiver or modification is requested must be included in the application materials.*

**CERTIFICATION OF COMPLETE APPLICATION**

(1) The applicant hereby certifies that all of the materials required by the applicable checklist(s), as determined by Planning Department staff during the initial meeting, have been submitted including a review fee in the amount of \$\_\_\_\_\_.

(2) The applicant hereby certifies that the plan set and other submitted materials conform to the requirements of the current adopted version of the Town of South Kingstown Subdivision and Land Development Regulations, or, that a written statement has been provided listing all requested waivers and/or modifications of the Regulations.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# OWNER AUTHORIZATION FORM

Submittal Date: \_\_\_\_\_

*Owner Authorization Forms for each owner of the property being considered for subdivision/development is to be submitted with each stage of review. If no changes to the ownership have occurred since the last stage of review, a copy of the previously submitted Form may be submitted with an updated Submittal Date.*

I, \_\_\_\_\_ hereby certify that I am an/the owner of property designated as Plat \_\_\_\_\_, Lot \_\_\_\_\_, as shown on the Town of South Kingstown Tax Assessor Maps. I further certify that I am the owner of the development rights for this property.

I hereby authorize and am in agreement with the application, signed by \_\_\_\_\_ (applicant), for subdivision or development for the subject property. Said application is to be submitted to the Planning Department of the Town of South Kingstown for review and decision by the Planning Board.

WITNESS its name this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

BY: \_\_\_\_\_  
Signature of Owner

STATE OF RHODE ISLAND

County of \_\_\_\_\_

In \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, before me personally appeared \_\_\_\_\_ (name) to me known and known by me to the party executing the foregoing instrument and acknowledged said instrument, by him/her executed, to be his/her free act and deed, as \_\_\_\_\_ (individual, corporation, trustee, partnership, non-profit, etc.).

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

# PROJECT TEAM FORM

Submittal Date: \_\_\_\_\_

*The Project Team Form is to be submitted with each stage of review. If no changes to the Project Team have occurred since the last stage of review, a copy of the previously submitted Form may be submitted with an updated Submittal Date.*

**ATTORNEY** *This entity should be copied on all project correspondence* **YES** **NO**

Name: \_\_\_\_\_

Name of Primary Contact (if attorney is an organization): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ENGINEER** *This entity should be copied on all project correspondence* **YES** **NO**

Name: \_\_\_\_\_

Name of Primary Contact (if engineer is an organization): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SURVEYOR** *This entity should be copied on all project correspondence* **YES** **NO**

Name: \_\_\_\_\_

Name of Primary Contact (if surveyor is an organization): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**LANDSCAPE ARCHITECT** *This entity should be copied on all project correspondence* **YES** **NO**

Name: \_\_\_\_\_

Name of Primary Contact (if landscape architect is an organization): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ARCHITECT** *This entity should be copied on all project correspondence* **YES** **NO**

Name: \_\_\_\_\_

Name of Primary Contact (if architect is an organization): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**OTHER** *This entity should be copied on all project correspondence* **YES** **NO**

Name: \_\_\_\_\_

Role on Project: \_\_\_\_\_

Name of Primary Contact (if entity is an organization): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## DEVELOPMENT PLAN REVIEW CHECKLIST

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

1. Sixteen (16) 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.

*\*Forms must be submitted with each application. If no change has occurred in the Project Team or related to the ownership of the parcel since Conceptual Master Plan review and approval, duplicate copies may be submitted with notation of current date of submittal.*

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 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 engineer and/or land surveyor who prepared the plan
5. Date of plan preparation, with all revision date(s), if any
6. Graphic scale
7. True north arrow

8. Plat and lot number(s) of the land being developed
9. Zoning district(s) of the land being developed; if more than one district, zoning boundary lines must be shown
10. Perimeter boundary lines of the development, 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 development parcel(s)
12. 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
13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the development parcel(s)
14. 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
15. 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:

1. Area of the development parcel(s)
2. Existing easements and rights-of-way within or adjacent to the development parcel(s), with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
3. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
4. Names of abutting property owners and property owners immediately across any adjacent public or private streets
5. Notation of existing ground cover with depiction of any existing wooded areas
6. Location and size of trees with a caliper of fifteen inches or greater that are within the area proposed for disturbance or alteration

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, with identification of ridge lines of existing hills
11. Boundaries of applicable watersheds for the subject parcel
12. 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.)
13. Accurate location, size, and use/type of existing buildings or significant above-ground structures on the development parcel(s)
14. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the development parcel(s)
15. Accurate 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
16. 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
17. Location of any unique historic features present on the site, including but not limited to stone walls, or if none, a notation indicating such
18. Location of any unique natural features present on the site, or if none, a notation indicating such
19. 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
  - g. A Drinking Water Supply Watershed, as defined by RIDEM
20. 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
21. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(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:

- 1. Location, size, and use/type of proposed buildings and structures
- 2. Any proposed on- and/or off-site improvements, including access drives, loading areas, parking areas, sidewalks, and bicycle paths
- 3. Proposed easements and rights-of-way within the subdivision parcel(s), or those to be acquired adjacent to the development parcel(s) as may be necessary
- 4. 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
- 5. If proposed, plan and profile design information for any extension of public or private utility infrastructure
- 6. Location, dimension, and proposed use of any area of land proposed to be set aside as open space

7. The locations and design details of any On-Site Wastewater Treatment System(s) proposed for use within the development
8. The locations of any private or community wells proposed for use within the development
9. Limits of disturbance/work relative to on- and off-site improvements and infrastructure installation
10. Grading plan(s), to show proposed contours at 2-foot intervals for all grading proposed for on- and off-site improvements
11. Landscape plan(s), to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations
12. Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer
13. Soil erosion, run-off and sedimentation control plan(s)
14. 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
15. Proposed phasing, including depiction of which on- and off-site improvements are to be installed in which phase, if applicable
16. Certification by a RI Registered Professional Engineer that the construction drawings are correct

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

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

1. 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
2. For developments proposing new service by public water, **2 copies** of a written statement from the appropriate water company or district that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
  - Approval of connection to the existing water main as depicted on the plan; and,

- If extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan
3. For developments proposing new service by public sewer, **2 copies** of a written statement from the Town of South Kingstown Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
    - Approval of connection to the existing sewer main as depicted on the plan; and
    - If extension is proposed, approval of extension of the sewer main as depicted on the plan
  4. For developments proposing new service by OWTS(s), **2 copies** of an On-Site Wastewater Treatment System permit issued by RIDEM
  5. For developments proposing new physical access to a State right-of-way, **2 copies** of a RIDOT Physical Alteration Permit
  6. For developments proposing use of existing physical access to a State right-of-way, **2 copies** of an amendment to the original RIDOT Physical Alteration Permit, or of a letter from RIDOT indicating that no further RIDOT approval is necessary
  7. For developments with freshwater wetlands present on the development parcel(s), **2 copies** of either:
    - An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or
    - A letter of non-jurisdiction from RIDEM
  8. **2 copies** of any RIDEM stormwater or other general construction permits that are required, or an affidavit, signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required
  9. For developments with coastal features and/or buffer areas adjacent to or within the subdivision parcel(s), **2 copies** of a Preliminary Determination, including coastal feature verification, from the Coastal Resources Management Council
  10. **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

**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)
14. Approximate locations of coastal features adjacent to the subdivision parcel(s), if any, and associated wetland buffers as defined by RI CRMC
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)
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
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
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

## **ADMINISTRATIVE SUBDIVISIONS CHECKLIST**

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

1. The applicable review fee, as established by the 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) copy of each required, notarized Owner Authorization Forms;
5. One (1) full size, paper copies of the Administrative Subdivision plan, as indicated in Section (A), below; and
6. The number of paper copies of each of the required supporting materials indicated in Section (B), below, printed double-sided as may be appropriate.

If revisions to the Administrative Subdivision Plan are required, one (1) paper copy of the plan shall be submitted to the Administrative Officer for review.

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) The Administrative Subdivision plan shall contain the following information:**

1. Name and address of the applicant(s)
2. Name and address of the owners of all property involved in the administrative subdivision
3. Name, address and telephone number of the engineer and/or land surveyor who prepared the plan
4. Date of plan preparation, with all revision date(s), if any
5. Graphic scale
6. True north arrow
7. Plat and lot number(s) of the land being re-subdivided
8. Existing property lines of all parcels involved in the re-subdivision, with clear indication as to which existing property lines are to remain and which are to change
9. Existing area of each parcel involved in the re-subdivision
10. Proposed area of each parcel involved in the re-subdivision
11. Proposed property lines, drawn and noted to distinguish them from the existing property lines

12. Zoning district(s) of the land being re-subdivided; if more than one district, zoning boundary lines must be shown
13. Accurate location and size of all existing buildings, structures, utilities and other improvements within the parcels involved in the re-subdivision
14. Location, width and names of existing public and private streets within and immediately adjacent to the subdivision parcel
15. Accurate location and areas of all existing easements and rights-of-way within or adjacent to the parcel(s) involved in the re-subdivision, with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
16. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets from the parcels involved in the re-subdivision
17. Names of abutting property owners and property owners immediately across any adjacent public or private streets from the parcels involved in the re-subdivision
18. Perimeters of all wetland areas on the parcel(s) involved in the re-subdivision, if any, as flagged by a certified wetlands biologist, and associated wetland buffers as defined by RIDEM
19. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the parcel(s) involved in the re-subdivision
20. Coastal features adjacent to the parcel(s) involved in the re-subdivision, if any, as identified or flagged by a certified wetlands biologist, and associated wetland buffers as defined by RI CRMC
21. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the parcels involved in the re-subdivision, including base flood elevation data for applicable zones
22. Depiction of any existing wooded areas within the parcels involved in the re-subdivision
23. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(B) Supporting Materials**

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

1. **1 draft copy** of the revised deeds for all lots involved in the re-subdivision
2. **1 draft copy** of any proposed easements, dedications, restrictions, and/or covenants

**PRELIMINARY PLAN CHECKLIST**  
**Minor Subdivision, No Street Creation or Extension**

**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, as indicated in Sections (B) and (D), below;
6. Minor subdivisions proposed as Flexible Design Residential Projects (FDRPs) shall submit six (6) full size, paper copies of a Yield Plan, as described in Section (C), and of an Open Space Use Plan, as described in Section (E), below;
7. The number of copies of each of the required supporting materials indicated in Section (F), below, printed double-sided as may be appropriate; and
8. 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 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. Perimeters of wetland areas on the subdivision parcel(s), if any, as flagged by a certified wetlands biologist, and associated wetland buffers as defined by RIDEM; verification by RIDEM may be required if deemed necessary by the Administrative Officer due to the potential constraints on developable lot size, and associated wetland buffers as defined by RIDEM
13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the subdivision parcel(s)
14. Coastal features adjacent to the subdivision parcel(s), if any, as identified or flagged by a certified wetlands biologist, and associated wetland buffers as defined by RI CRMC
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 (A), above:

1. Area of the subdivision parcel(s)
2. Existing easements and rights-of-way within or adjacent to the subdivision parcel(s), with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
3. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
4. Names of abutting property owners and property owners immediately across any adjacent public or private streets
5. Notation of existing ground cover with approximate locations of any existing wooded areas

6. Boundaries and notation of the soil type classifications for the entire area of the subdivision parcel(s), as identified by the most recent USDA RI Soil Survey
7. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
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. Existing contours at intervals of two (2) feet
10. Location, size, and use/type of existing buildings or significant above-ground structures on the subdivision parcel(s)
11. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the subdivision parcel(s)
12. 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
13. Location and assumed perimeter 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
14. Location of any unique historic features present on the site, including but not limited to stone walls, or if none, a notation indicating such
15. Location of any unique natural features present on the site, or if none, a notation indicating such
16. 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

17. Notation indicating that the subdivision parcel(s) or any building(s) within the parcel is or is not listed on the National Register of Historic Places

18. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(C) Yield Plan (FDRPs Only)**

Applicants proposing minor subdivisions as FDRPs shall submit a Yield Plan demonstrating the maximum number of lots that the subdivision would be allowed under the conventional zoning and subdivision requirements, taking into account all environmental, natural and man-made physical constraints to improvement. The Yield Plan shall comply with the dimensional requirements of the zoning district in which it is located, and shall accurately depict the following information:

1. Boundaries and total area of any land classified as “unsuitable for development,” as defined by the Subdivision and Land Development Regulations
2. Number of buildable lots
3. Lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
4. Streets, with accurate areas and dimensions, designed in compliance with the Subdivision and Land Development Regulations’ street design standards, as may be necessary to provide the required frontage for each buildable lot
5. Demonstration that each developable lot would have permanent and adequate physical access to a public street
6. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations on each lot, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM, indicating that an OWTS system would be permitted within the boundaries of each developable lot

**(D) Proposed Conditions Plan(s)**

The applicant shall submit a Proposed Conditions Plan(s) that complies with 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:

1. Boundaries and total area of any land classified as “unsuitable for development,” as defined by the Subdivision and Land Development Regulations
2. Proposed number of buildable lots
3. Proposed easements and rights-of-way within the subdivision parcel(s), or those to be acquired adjacent to the subdivision parcel(s) as may be necessary
4. Proposed lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
5. Location, dimension, total area, and proposed use of land to be set aside as open space, if any
6. 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
7. If proposed, plan and profile design information for any extension of public or private utility infrastructure
8. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM
9. All utility and site improvement related details, including those related to the installation of drainage systems, and utility infrastructure, as applicable
10. Certification by a RI Registered Professional Engineer that the Proposed Conditions Plan is correct

Minor subdivisions proposed as **Flexible Design Residential Projects (FDRPs)** shall also include the following items on the Proposed Conditions Plan(s):

11. The location of proposed building footprints
12. The location of proposed driveways and any other areas proposed for parking

**(E) Open Space Use Plan (FDRPs only)**

The Preliminary Plan submittal for any minor land development project proposed as a Flexible Design Residential Projects (FDRP) shall include an Open Space Use Plan, which depicts the following:

1. The general location and area of all proposed open space
2. The general proposed use(s) of each open space area

3. Existing topography of the open space areas
4. Existing ground cover of the open space areas
5. The location and nature of any buildings, structures, stone walls, or other unique natural and/or historic features within the open space areas
6. Indication of areas of open space from which existing vegetation will be removed or altered and areas which are proposed to be disturbed or otherwise graded, excavated, or altered from their existing natural state
7. Generalized proposals for re-grading, re-vegetating, and/or landscaping of proposed disturbed areas
8. Areas proposed to be left in their existing natural states without any disturbance

**(F) Supporting Materials**

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

1. **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
2. **10 copies** of an aerial photograph of the subdivision parcel(s)
3. If no freshwater wetlands and/or wetland buffers are depicted within the plan set, **2 copies** of an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision parcel(s)
4. If wetland edge verification is required by the Administrative Officer, **2 copies** of documentation of such verification from RIDEM
5. If no coastal features and/or coastal feature buffers are depicted within the plan set, **2 copies** of an affidavit signed by a qualified professional stating that there are no coastal features and/or buffer areas adjacent to or within the subdivision parcel(s)
6. For subdivisions proposing service by an existing public water main, **2 copies** of a written statement from the appropriate water company or district that the proposed plan, with plan revision date indicated, has been reviewed and which provides confirmation that water service is available
7. For subdivisions proposing water service through extension of a public water main, **2 copies** of a written statement from the appropriate water company or district that the proposed plan, with plan revision date indicated, has been reviewed and which provides:

- Confirmation that water service is available;
  - Approval of connection to the existing water main as depicted on the plan, if applicable; and,
  - If extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan, if applicable
8. For subdivisions proposing service by an existing public sewer main, **2 copies** of a written statement from the Town of South Kingstown Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which provides confirmation that sewer service is available
9. For subdivision proposing wastewater service through extension of a public sewer main, **2 copies** of a written statement from the Town of South Kingstown Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
- Confirmation that sewer service is available;
  - Approval of connection to the existing sewer main as depicted on the plan; and
  - If extension is proposed, approval of extension of the sewer main as depicted on the plan
10. For subdivisions proposing service by OWTS(s), **2 copies** of either:
- Subdivision site suitability certification from RIDEM; or
  - Soil evaluation approval from RIDEM
11. For developments proposing new physical access to a State right-of-way, **2 copies** of a RIDOT Physical Alteration Permit
12. For developments proposing use of existing physical access to a State right-of-way, **2 copies** of an amendment to the original RIDOT Physical Alteration Permit, or of a letter from RIDOT indicating that no further RIDOT approval is necessary

Minor subdivisions proposed as **FDRPS** shall submit the following additional supporting materials at the time of application:

13. **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 analysis of soil types and suitability for the development proposed;

- A 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;
- A general viewshed analysis, showing the location and extent of significant views both from and within the proposed development parcel, as well as anticipated views into the property from adjacent public or private streets and properties;
- 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;
- A statement of the potential fiscal impacts of the subdivision on Town expenses and revenues; and
- A description of proposed phasing, if any.

14. **16 copies** of a written plan for the use, management, and maintenance of all open space areas within the FDRP

**FINAL PLAN CHECKLIST**  
**Minor Subdivision, No Street Creation or Extension**

**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. Two (2) 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. Two (2) full size, paper copies of each required plan, as indicated in Sections (B), (C), and (D) below;
6. The number of copies of each of the required supporting materials, as indicated in Section (E), 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.

*\*Forms must be submitted with each application. If no change has occurred in the Project Team or related to the ownership of the parcel since Preliminary Plan review and approval, duplicate copies may be submitted with notation of current date of submittal.*

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).

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 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. Perimeters of wetland areas on the subdivision parcel(s), if any, as flagged by a certified wetlands biologist, and associated wetland buffers as defined by RIDEM; verification by RIDEM may be required if deemed necessary by the Administrative Officer due to the potential constraints on developable lot size, and associated wetland buffers as defined by RIDEM
13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the subdivision parcel(s)
14. Coastal features adjacent to the subdivision parcel(s), if any, as identified or flagged by a certified wetlands biologist, and associated wetland buffers as defined by RI CRMC
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 (A), above:

1. Area of the subdivision parcel(s)
2. Existing easements and rights-of-way within or adjacent to the subdivision parcel(s), with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
3. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
4. Names of abutting property owners and property owners immediately across any adjacent public or private streets
5. Notation of existing ground cover with approximate locations of any existing wooded areas

6. Boundaries and notation of the soil types classifications for the entire area of the subdivision parcel(s), as identified by the most recent USDA RI Soil Survey
7. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
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. Existing contours at intervals of two (2) feet
10. Location, size, and use/type of existing buildings or significant above-ground structures on the subdivision parcel(s)
11. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the subdivision parcel(s)
12. 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
13. Location and assumed perimeter 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
14. Location of any unique historic features present on the site, including but not limited to stone walls, or if none, a notation indicating such
15. Location of any unique natural features present on the site, including but not limited to trees of 15" caliper or greater, or if none, a notation indicating such
16. 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
17. Notation indicating that the subdivision parcel(s) or any building(s) within the parcel is or is not listed on the National Register of Historic Places
  18. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(C) Proposed Conditions Plan(s)**

The applicant shall submit a Proposed Conditions Plan(s), which shall be in substantial conformance with the approved Preliminary Plan. 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:

1. Proposed number of buildable lots
2. Proposed easements and rights-of-way within the subdivision parcel(s), or those to be acquired adjacent to the subdivision parcel(s) as may be necessary
3. Proposed lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
4. Location, dimension and area of land proposed to be set aside as open space, if any
5. Locations and types of proposed survey and open space monumentation
6. 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
7. If proposed, plan and profile design information for any extension of public or private utility infrastructure
8. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM
9. All utility and site improvement related details, including those related to the installation of drainage systems, and utility infrastructure, as applicable

10. Certification by a RI Registered Professional Engineer that the Proposed Conditions Plan is correct
11. Any revisions to the proposed conditions required by the Preliminary Plan approval
12. Notation of any special conditions as required by the Preliminary Plan approval
13. Certification by a RI Registered Professional Engineer that the Proposed Conditions Plan is correct

Minor subdivisions proposed as **Flexible Design Residential Projects (FDRPs)** shall also include the following items on the Proposed Conditions Plan(s):

14. The location of proposed building footprints
15. The location of proposed driveways and any other areas proposed for parking

#### **(D) Draft Record Plan**

The applicant shall submit a Draft Record Plan(s), which shall accurately depict the following information, in addition to the information listed in (A), above:

1. Proposed lot lines, with accurate dimensions, geometries and lot areas, drawn so as to distinguish them from existing property lines
2. Location, dimension and area of land proposed to be set aside as open space, if any
3. Location and type of proposed survey monumentation
4. If land is to be set aside as open space, proposed locations of open space markers
5. Notation of any special conditions as required by the Preliminary Plan approval
6. Notation of any permits and/or agreements obtained from or made with state and federal agencies, including permit number if applicable
7. Certification by a RI Registered Land Surveyor confirming:
  - a. The perimeter lot lines of the land being subdivided meet a Class I standard; and
  - b. All interior lot lines have been designed to conform to the latest edition of the Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations, as prepared by the Rhode Island Society of Professional Land Surveyors

#### **(E) Supporting Materials**

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

1. **1 draft copy** of all legal documents relating to the subdivision, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval, including but not limited to deed descriptions for all resultant lots, and any proposed easements, dedications, restrictions, and/or covenants
2. **2 copies** of metes and bounds description(s) and warranty deed(s) for all lands proposed to be dedicated to the Town for open space purposes, if any, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval
3. **2 copies** of an estimate of the cost of installation of all on- and off-site improvements, if any, including landscaping if applicable, prepared by a Registered Professional Engineer
4. For subdivisions with freshwater wetlands present on the subdivision parcel(s), **2 copies** of either:
  - An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or
  - A letter of non-jurisdiction from RIDEM
5. **2 copies** of any RIDEM stormwater or other general construction permits that are required, or an affidavit, signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required

**PRELIMINARY PLAN CHECKLIST**  
**Minor Subdivision, with Street Creation or Extension**

**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, as indicated in Sections (B) and (D), below;
6. Minor subdivisions proposed as Flexible Design Residential Projects (FDRPs) shall submit six (6) full size, paper copies of a Yield Plan, as described in Section (C), below;
7. The number of copies of each of the required supporting materials indicated in Section (E), below, printed double-sided as may be appropriate; and
8. 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 shall contain the following information:**

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

8. Plat and lot number(s) of the land being subdivided
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. Perimeters of wetland areas on the subdivision parcel(s), if any, as flagged by a certified wetlands biologist, and associated wetland buffers as defined by RIDEM
13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the subdivision parcel(s)
14. Coastal features adjacent to the subdivision parcel(s), if any, as identified or flagged by a certified wetlands biologist, and associated wetland buffers as defined by RI CRMC
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 (A), above:

1. Area of the subdivision parcel(s)
2. Existing easements and rights-of-way within or adjacent to the subdivision parcel(s), with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
3. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
4. Names of abutting property owners and property owners immediately across any adjacent public or private streets
5. Notation of existing ground cover with depiction of any existing wooded areas
6. Boundaries and notation of the soil types classifications for the entire area of the subdivision parcel(s), as identified by the most recent USDA RI Soil Survey

7. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
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. Existing contours at intervals of two (2) feet
10. Location, size, and use/type of existing buildings or significant above-ground structures on the subdivision parcel(s)
11. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the subdivision parcel(s)
12. 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
13. Location and assumed perimeter 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
14. Location of any unique historic features present on the site, including but not limited to stone walls, or if none, a notation indicating such
15. Location of any unique natural features present on the site, including but not limited to trees of 15" caliper or greater, or if none, a notation indicating such
16. 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

17. Notation indicating that the subdivision parcel(s) or any building(s) within the parcel is or is not listed on the National Register of Historic Places
18. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(C) Yield Plan (FDRPs Only)**

Applicants proposing minor subdivisions as FDRPs shall submit a Yield Plan demonstrating the maximum number of lots that the subdivision would be allowed under the conventional zoning and subdivision requirements, taking into account all environmental, natural and man-made physical constraints to improvement. The Yield Plan shall comply with the dimensional requirements of the zoning district in which it is located, and shall accurately depict the following information:

1. Boundaries and total area of any land classified as “unsuitable for development,” as defined by the Subdivision and Land Development Regulations
2. Number of buildable lots
3. Lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
4. Streets, with accurate areas and dimensions, designed in compliance with the Subdivision and Land Development Regulations’ street design standards, as may be necessary to provide the required frontage for each buildable lot
5. Demonstration that each developable lot would have permanent and adequate physical access to a public street
6. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations on each lot, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM, indicating that an OWTS system would be permitted within the boundaries of each developable lot

**(D) Proposed Conditions Plan(s)**

The applicant shall submit a Proposed Conditions Plan(s) that complies with 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:

1. Boundaries and total area of any land classified as “unsuitable for development,” as defined by the Subdivision and Land Development Regulations
2. Proposed number of buildable lots

3. Proposed easements and rights-of-way within the subdivision parcel(s), or those to be acquired adjacent to the subdivision parcel(s) as may be necessary
4. Proposed lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
5. Location, dimension, total area, and proposed use of land to be set aside as open space, if any
6. Proposed streets, with accurate areas and dimensions
7. 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
8. If proposed, plan and profile design information for any extension of public or private utility infrastructure
9. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM
10. Notation as to whether the proposed street extension or creation is to be private or public
11. Roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure and proposed landscaping, if any
12. Proposed street names
13. Proposed site grading relative to any on- and off-site improvements, including road extension or creation
14. Proposed limits of disturbance/work relative to any on- and off-site improvements, including road extension or creation
15. Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer
16. All utility and site improvement related details, including those related to the installation of streets, sidewalks, drainage systems, and utility infrastructure, as applicable
17. Certification by a RI Registered Professional Engineer that the Proposed Conditions Plan is correct

Any minor subdivision proposed as a **Flexible Design Residential Project (FDRP)** shall also include the following items on the Proposed Conditions Plan(s):

18. The location of proposed building footprints
19. The location of proposed driveways and any other areas proposed for parking

**(E) Open Space Use Plan (FDRPs only)**

The Preliminary Plan submittal for any minor land development project proposed as a Flexible Design Residential Projects (FDRP) shall include an Open Space Use Plan, which depicts the following:

1. The general location and area of all proposed open space
2. The general proposed use(s) of each open space area
3. Existing topography of the open space areas
4. Existing ground cover of the open space areas
5. The location and nature of any buildings, structures, stone walls, or other unique natural and/or historic features within the open space areas
6. Indication of areas of open space from which existing vegetation will be removed or altered and areas which are proposed to be disturbed or otherwise graded, excavated, or altered from their existing natural state
7. Generalized proposals for re-grading, re-vegetating, and/or landscaping of proposed disturbed areas
8. Areas proposed to be left in their existing natural states without any disturbance

**(F) Supporting Materials**

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

1. **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
2. **10 copies** of an aerial photograph of the subdivision parcel(s)
3. If no freshwater wetlands and/or wetland buffers are depicted within the plan set, **2 copies** of an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision parcel(s)

4. If wetland edge verification is required by the Administrative Officer, **2 copies** of documentation of such verification from RIDEM
5. If no coastal features and/or coastal feature buffers are depicted within the plan set, **2 copies** of an affidavit signed by a qualified professional stating that there are no coastal features and/or buffer areas adjacent to or within the subdivision parcel(s)
6. For subdivisions proposing service by an existing public water main, **2 copies** of a written statement from the appropriate water company or district that the proposed plan, with plan revision date indicated, has been reviewed and which provides confirmation that water service is available
7. For subdivisions proposing water service through extension of a public water main, **2 copies** of a written statement from the appropriate water company or district that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
  - Confirmation that water service is available;
  - Approval of connection to the existing water main as depicted on the plan, if applicable; and,
  - If extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan, if applicable
8. For subdivisions proposing service by an existing public sewer main, **2 copies** of a written statement from the Town of South Kingstown Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which provides confirmation that sewer service is available
9. For subdivision proposing wastewater service through extension of a public sewer main, **2 copies** of a written statement from the Town of South Kingstown Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
  - Confirmation that sewer service is available;
  - Approval of connection to the existing sewer main as depicted on the plan; and
  - If extension is proposed, approval of extension of the sewer main as depicted on the plan
10. For subdivisions proposing service by OWTS(s), **2 copies** of either:
  - Subdivision site suitability certification from RIDEM; or
  - Soil evaluation approval from RIDEM
11. **2 copies** of drainage calculations, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system

12. For developments proposing new physical access to a State right-of-way, **2 copies** of a RIDOT Physical Alteration Permit
13. For developments proposing use of existing physical access to a State right-of-way, **2 copies** of an amendment to the original RIDOT Physical Alteration Permit, or of a letter from RIDOT indicating that no further RIDOT approval is necessary
14. For subdivisions with freshwater wetlands present on the subdivision parcel(s), **2 copies** of either:
  - An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or
  - A letter of non-jurisdiction from RIDEM
15. **2 copies** of any RIDEM stormwater or other general construction permits that are required, or an affidavit, signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required
16. **2 copies** of written confirmation that the applicable Fire District has reviewed the proposed plan(s) and approves the proposed street design relative to emergency vehicle access and fire suppression requirements
17. A list of the names and addresses of all owners of property, agencies, or communities requiring notification of the subdivision pursuant to the Regulations
18. **10 copies** of a statement indicating the desired option for completion of the physical on- and off-site improvements, which shall be either agreement to complete the improvements prior to endorsement and recording or a request for an improvement guarantee, as described in the Regulations

Minor subdivisions proposed as **FDRPS** shall submit the following additional supporting materials 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 analysis of soil types and suitability for the development proposed;
  - A 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;

- A general viewshed analysis, showing the location and extent of significant views both from and within the proposed development parcel, as well as anticipated views into the property from adjacent public or private streets and properties;
  - 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;
  - A statement of the potential fiscal impacts of the subdivision on Town expenses and revenues; and
  - A description of proposed phasing, if any.
2. **16 copies** of a written plan for the use, management, and maintenance of all open space areas within the FDRP

**FINAL PLAN CHECKLIST**  
**Minor Subdivision, with Street Creation or Extension**

**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. Two (2) 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. Two (2) full size, paper copies of each required plan, as indicated in Sections (B), (C), and (D) below;
6. The number of copies of each of the required supporting materials, as indicated in Section (E), 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.

*\*Forms must be submitted with each application. If no change has occurred in the Project Team or related to the ownership of the parcel since Preliminary Plan review and approval, duplicate copies may be submitted with notation of current date of submittal.*

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).

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 shall contain the following information:**

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

7. True north arrow
8. Plat and lot number(s) of the land being subdivided
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. Perimeters of wetland areas on the subdivision parcel(s), if any, as flagged by a certified wetlands biologist, and associated wetland buffers as defined by RIDEM
13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the subdivision parcel(s)
14. Coastal features adjacent to the subdivision parcel(s), if any, as identified or flagged by a certified wetlands biologist, and associated wetland buffers as defined by RI CRMC
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 (A), above:

1. Area of the subdivision parcel(s)
2. Existing easements and rights-of-way within or adjacent to the subdivision parcel(s), with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
3. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
4. Names of abutting property owners and property owners immediately across any adjacent public or private streets
5. Notation of existing ground cover with depiction of any existing wooded areas
6. Boundaries and notation of the soil types classifications for the entire area of the subdivision parcel(s), as identified by the most recent USDA RI Soil Survey

7. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
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. Existing contours at intervals of two (2) feet
10. Location, size, and use/type of existing buildings or significant above-ground structures on the subdivision parcel(s)
11. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the subdivision parcel(s)
12. 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
13. Location and assumed perimeter 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
14. Location of any unique historic features present on the site, including but not limited to stone walls, or if none, a notation indicating such
15. Location of any unique natural features present on the site, including trees of 15" caliper or greater, or if none, a notation indicating such
16. 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

17. Notation indicating that the subdivision parcel(s) or any building(s) within the parcel is or is not listed on the National Register of Historic Places
18. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(C) Proposed Conditions Plan(s)**

The applicant shall submit a Proposed Conditions Plan(s), which shall be in substantial conformance with the approved Preliminary Plan. 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:

1. Proposed number of buildable lots
2. Proposed easements and rights-of-way within the subdivision parcel(s), or those to be acquired adjacent to the subdivision parcel(s) as may be necessary
3. Proposed lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
4. Location, dimension, total area, and proposed use of land proposed to be set aside as open space, if any
5. Locations and types of proposed survey and open space monumentation
6. Proposed streets, with accurate areas and dimensions
7. 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
8. If proposed, plan and profile design information for any extension of public or private utility infrastructure
9. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM
10. Notation as to whether the proposed street extension or creation is to be private or public
11. Roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure and proposed landscaping, if any

12. Proposed site grading relative to any on- and off-site improvements, including road extension or creation
13. Proposed street names
14. Proposed limits of disturbance/work relative to any on- and off-site improvements, including road extension or creation
15. Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer
16. All utility and site improvement related details, including those related to the installation of streets, sidewalks, drainage systems, and utility infrastructure, as applicable
17. Certification by a RI Registered Professional Engineer that the Proposed Conditions Plan is correct
18. Any revisions to the proposed conditions required by the Preliminary Plan approval
19. Notation of any special conditions as required by the Preliminary Plan approval
20. Certification by a RI Registered Professional Engineer that the Proposed Conditions Plan is correct

**(D) Draft Record Plan**

The applicant shall submit a Draft Record Plan(s), which shall accurately depict the following information, in addition to the information listed in (A), above:

1. Proposed lot lines, with accurate dimensions, geometries and lot areas, drawn so as to distinguish them from existing property lines
2. Proposed streets, with accurate areas and dimensions
3. Location, dimension and area of land proposed to be set aside as open space, if any
4. Location and type of proposed survey monumentation
5. If land is to be set aside as open space, proposed locations of open space markers
6. Notation of any special conditions as required by the Preliminary Plan approval
7. Notation of any permits and/or agreements obtained from or made with state and federal agencies, including permit number if applicable

8. Certification by a RI Registered Land Surveyor confirming:
  - a. The perimeter lot lines of the land being subdivided meet a Class I standard; and
  - b. All interior lot lines have been designed to conform to the latest edition of the Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations, as prepared by the Rhode Island Society of Professional Land Surveyors

**(E) Supporting Materials**

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

1. **1 draft copy** of all legal documents relating to the subdivision, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval, including but not limited to deed descriptions for all resultant lots, and any proposed easements, dedications, restrictions, and/or covenants
2. **2 draft copies** of the metes and bounds description(s) and warranty deed(s) for all proposed public roadways and/or lands proposed to be dedicated to the Town for open space purposes, if any, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval
3. **2 copies** of an estimate of the cost of installation of all on- and off-site improvements, including landscaping if applicable, prepared by a Registered Professional Engineer

**CONCEPTUAL MASTER PLAN CHECKLIST**  
**Major Subdivision**

**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 (A), (C), (D), and (E), below;
6. Major subdivisions proposed as Flexible Design Residential Projects (FDRPs) shall submit six (6) full size, paper copies of an Open Space Use Plan, as described in Section (F), below;
7. The number of copies of each of the required supporting materials, as indicated in Section (G), below, printed double-sided as may be appropriate; and
8. PDFs of all application materials (all application forms, plans, and supporting materials), which are to be uploaded to the Town's FTP site.

*\*Forms must be submitted with each application. If no change has occurred in the Project Team or related to the ownership of the parcel since Pre-Application Concept Review submittal, duplicate copies may be submitted with notation of current date of submittal.*

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) Cover Sheet**

The Conceptual Master Plan set shall include a Cover Sheet, which includes, at a minimum, the information listed below:

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 set
6. Date of plan preparation, with all revision date(s), if any
7. List of sheets contained within the plan set
8. Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable

**(B) Every plan sheet submitted pursuant to Sections (C), (D), and (E), 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. Perimeters of wetland areas on the subdivision parcel(s), if any, as flagged by a certified wetlands biologist, and associated wetland buffers as defined by RIDEM; verification by RIDEM may be required if deemed necessary by the Administrative Officer due to the potential constraints on developable lot size

13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the subdivision parcel(s)
14. Coastal features adjacent to the subdivision 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
15. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the subdivision, including base flood elevation data for applicable zones

**(C) 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)
3. Exact location of existing easements and rights-of-way within or adjacent to the subdivision parcel(s), with a notation of the South Kingstown Land Evidence Records Book and Page reference
4. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
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 subdivision parcel(s), as identified by the most recent USDA RI Soil Survey
8. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
9. 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
10. Existing contours at intervals of two (2) feet, with identification of ridge lines of existing hills
11. Boundaries of applicable watersheds for the subject parcel

12. 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.)
13. Accurate location, size, and use/type of existing buildings or significant above-ground structures on the subdivision parcel(s)
14. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the subdivision parcel(s)
15. Approximate location 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
16. Location and assumed perimeter 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
17. Accurate location of any unique historic features present on the site, including but not limited to stone walls, or if none, a notation indicating such
18. Accurate location of any unique natural features present on the site, or if none, a notation indicating such
19. Location and size of trees with a caliper of fifteen inches or greater that are within the area proposed for disturbance or alteration
20. 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

21. Notation indicating that the subdivision parcel(s) or any building(s) within the parcel is or is not listed on the National Register of Historic Places
22. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(D) Yield Plan**

The applicant shall submit a Yield Plan demonstrating the maximum number of lots that the subdivision would be allowed under the conventional zoning and subdivision requirements, taking into account all environmental, natural and man-made physical constraints to improvement. The Yield Plan shall comply with the dimensional requirements of the zoning district in which it is located, and shall accurately depict the following information, in addition to the information listed in (B), above:

1. Boundaries and total area of any land classified as “unsuitable for development,” as defined by the Subdivision and Land Development Regulations
2. Number of buildable lots
3. Lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
4. Streets, with accurate areas and dimensions, designed in compliance with the Subdivision and Land Development Regulations’ street design standards, as may be necessary to provide the required frontage for each buildable lot
5. Demonstration that each developable lot would have permanent and adequate physical access to a public street
6. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations on each lot, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM, indicating that an OWTS system would be permitted within the boundaries of each developable lot

**(E) Proposed Conditions Plan(s)**

The applicant shall submit a Proposed Conditions Plan(s) that complies with 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 (B), above:

1. Boundaries and total area of any land classified as “unsuitable for development,” as defined by the Subdivision and Land Development Regulations
2. Proposed number of buildable lots

3. Proposed easements and rights-of-way within the subdivision parcel(s), or those to be acquired adjacent to the subdivision parcel(s) as may be necessary
4. Proposed lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
5. Proposed streets, if any, with accurate areas and dimensions
6. If proposed, notation as to whether the proposed street extension or creation is to be private or public
7. Location, dimension, and anticipated use of any area(s) proposed to be set aside as open space
8. 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
9. Proposals, if any, for connection with existing water supply and sanitary sewer systems or a notation that wells and OWTS are proposed
10. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM
11. Conceptual designs of proposed stormwater management infrastructure, including type, location, and configuration

**(F) Open Space Use Plan (FDRPs only)**

The Conceptual Master Plan submittal for any major subdivision proposed as a Flexible Design Residential Projects (FDRP) shall include an Open Space Use Plan, which depicts the following:

1. The general location and area of all proposed open space
2. The general proposed use(s) of each open space area
3. Existing topography of the open space areas
4. Existing ground cover of the open space areas
5. The location and nature of any buildings, structures, stone walls, or other unique natural and/or historic features within the open space areas

6. Indication of areas of open space from which existing vegetation will be removed or altered and areas which are proposed to be disturbed or otherwise graded, excavated, or altered from their existing natural state
7. Generalized proposals for re-grading, re-vegetating, and/or landscaping of proposed disturbed areas
8. Areas proposed to be left in their existing natural states without any disturbance

**(G) Supporting Materials**

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

1. **16 copies** of either:
  - A written, signed statement indicating the specific sections of the Regulations from which waiver and/or modification is requested; or
  - A written, signed statement indicating that no waivers and/or modifications are being requested
2. **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 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;
  - A general analysis of soil types and suitability for the development proposed;
  - A general viewshed analysis, showing the location and extent of significant views both from and within the proposed development parcel, as well as anticipated views into the property from adjacent public or private streets and properties;
  - A statement of the potential fiscal impacts of the subdivision on Town expenses and revenues; and

- A description of proposed phasing, if any.
3. **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
  4. **10 copies** of an aerial photograph of the subdivision parcel(s)
  5. If no freshwater wetlands and/or wetland buffers are depicted within the plan set, **2 copies** of an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision parcel(s)
  6. If wetland edge verification is required by the Administrative Officer, **2 copies** of documentation of such verification from RIDEM
  7. Either, **2 copies** of:
    - An affidavit signed by a qualified professional stating that there are no coastal features and/or buffer areas adjacent to or within the subdivision parcel(s); or
    - A Preliminary Determination, including coastal feature verification, from the Coastal Resources Management Council.
  8. For subdivisions proposing service by public water, **2 copies** of a written statement from the appropriate water company or district confirming that water service is available
  9. For subdivisions 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
  10. For subdivisions proposing service by OWTS(s), **2 copies** of either:
    - Subdivision site suitability certification from RIDEM; or
    - Soil evaluation approval from RIDEM

**PRELIMINARY PLAN CHECKLIST**  
**Major Subdivision**

**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, as indicated in Sections (A), (C), and (D), below;
6. The number of copies of each of the required supporting materials, as indicated in Section (E), 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.

*\*Forms must be submitted with each application. If no change has occurred in the Project Team or related to the ownership of the parcel since Conceptual Master Plan review and approval, duplicate copies may be submitted with notation of current date of submittal.*

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) Cover Sheet**

The Preliminary Plan set shall include a Cover Sheet, which includes the information listed below:

1. Name of the proposed subdivision
2. Plat and lot number(s) of the land being subdivided
3. Name and address of the applicant
4. Name and address of the property owner

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. List of sheets contained within the plan set
8. Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable

**(B) Every plan sheet submitted pursuant to Sections (C) and (D), 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
4. Name and address of the property owner
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. Perimeters of wetland areas on the subdivision parcel(s), if any, as flagged by a certified wetlands biologist and verified by RIDEM, and associated wetland buffers as defined by RIDEM
13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the subdivision parcel(s)

14. Coastal features adjacent to the subdivision 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
15. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the subdivision, including base flood elevation data for applicable zones

**(C) 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:

1. Area of the subdivision parcel(s)
2. Existing easements and rights-of-way within or adjacent to the subdivision parcel(s), with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
3. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
4. Names of abutting property owners and property owners immediately across any adjacent public or private streets
5. Notation of existing ground cover with depiction of any existing wooded areas
6. Boundaries and notation of the soil types classifications for the entire area of the subdivision parcel(s), as identified by the most recent USDA RI Soil Survey
7. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
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. Existing contours at intervals of two (2) feet, with identification of ridge lines of existing hills
10. Boundaries of applicable watersheds for the subject parcel
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, size, and use/type of existing buildings or significant above-ground structures on the subdivision parcel(s)

13. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the subdivision parcel(s)
14. Accurate 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
15. Location and assumed perimeter 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
16. Accurate 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. Accurate location of any unique natural features present on the site, or if none, a notation indicating such
18. Location and size of trees with a caliper of fifteen inches or greater that are within the area proposed for disturbance or alteration
19. 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
20. Notation indicating that the subdivision parcel(s) or any building(s) within the parcel is or is not listed on the National Register of Historic Places
21. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(D) Proposed Conditions Plan(s)**

The applicant shall submit a Proposed Conditions Plan(s), which shall be in substantial conformance with the approved Conceptual Master Plan. 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/include the following information, in addition to the information listed in (A), above:

1. Boundaries and total area of any land classified as “unsuitable for development,” as defined by the Subdivision and Land Development Regulations
2. Proposed number of buildable lots
3. Proposed easements and rights-of-way within the subdivision parcel(s), or those to be acquired adjacent to the subdivision parcel(s) as may be necessary
4. Proposed lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
5. Location, dimension, and proposed use of any area of land proposed to be set aside as open space
6. Locations and types of proposed survey monumentation, including any required open space markers
7. Proposed streets, if any, with accurate areas and dimensions
8. If proposed, notation as to whether the proposed street extension or creation is to be private or public
9. Proposed street names
10. If proposed, roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure
11. Any proposed on- and/or off-site improvements, including sidewalks and bicycle paths
12. 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
13. If proposed, plan and profile design information for any extension of public or private utility infrastructure
14. Limits of disturbance/work relative to road and/or infrastructure installation

15. Grading plan(s), to show proposed contours at 2-foot intervals for all grading proposed for on- and off-site street construction, drainage facilities, and upon individual lots if part of proposed subdivision improvements
16. Soil erosion, run-off and sedimentation control plan(s)
17. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM
18. Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer
19. Landscape plan(s), to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, within common areas, and upon individual lots (if part of proposed subdivision improvements), and landscape installation details and related notations
20. 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
21. Proposed phasing, including depiction of which on- and off-site improvements are to be installed in which phase, if applicable
22. Certification by a RI Registered Professional Engineer that the construction drawings are correct

#### **(E) Supporting Materials**

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

1. **16 copies** of either:
  - A written, signed statement indicating the specific sections of the Regulations from which waiver and/or modification is requested and noting any difference in the request from the Conceptual Master Plan submittal; or
  - A written, signed statement indicating that no waivers and/or modifications are being requested
2. For subdivisions proposing service by public water, **2 copies** of a written statement from the appropriate water company or district that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
  - Confirmation that water service is available;

- Approval of connection to the existing water main as depicted on the plan; and,
  - If extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan
3. For subdivisions proposing service by public sewer, **2 copies** of a written statement from the Town of South Kingstown Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
    - Confirmation that sewer service is available;
    - Approval of connection to the existing sewer main as depicted on the plan; and
    - If extension is proposed, approval of extension of the sewer main as depicted on the plan
  4. **2 copies** of drainage calculations, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system
  5. For developments proposing new physical access to a State right-of-way, **2 copies** of a RIDOT Physical Alteration Permit
  6. For developments proposing use of existing physical access to a State right-of-way, **2 copies** of an amendment to the original RIDOT Physical Alteration Permit, or of a letter from RIDOT indicating that no further RIDOT approval is necessary
  7. For subdivisions with freshwater wetlands present on the subdivision parcel(s), **2 copies** of either:
    - An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or
    - A letter of non-jurisdiction from RIDEM
  8. **2 copies** of any RIDEM stormwater or other general construction permits that are required, or an affidavit, signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required
  9. **2 copies** of written confirmation that the applicable Fire District has reviewed the proposed plan(s) and approves the proposed street design relative to emergency vehicle access and fire suppression requirements
  10. A list of the names and addresses of all owners of property, agencies, or communities requiring notification of the subdivision pursuant to the Regulations
  11. **10 copies** of a statement indicating the desired option for completion of the physical on-site improvements, which shall be either agreement to complete the improvements prior to endorsement and recording or a request for an improvement guarantee, as described in the Regulations

**FINAL PLAN CHECKLIST**  
**Major Subdivision**

**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. Two (2) 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. Two (2) full size, paper copies of each required plan, as indicated in Sections (A), (C), (D), and (E) below;
6. The number of copies of each of the required supporting materials, as indicated in Section (F), 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.

*\*Forms must be submitted with each application. If no change has occurred in the Project Team or related to the ownership of the parcel since Preliminary Plan review and approval, duplicate copies may be submitted with notation of current date of submittal.*

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).

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) Cover Sheet**

The Final Plan set shall include a Cover Sheet, which includes the information listed below:

1. Name of the proposed subdivision
2. Name and address of the applicant
3. Name and address of the property owner
4. Name, address and telephone number of the engineer and/or land surveyor who prepared the plan
5. Date of plan preparation, with all revision date(s), if any

6. List of sheets contained within the plan set
7. Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable

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

1. Name of the proposed subdivision
2. Name and address of the applicant
3. Name and address of the property owner
4. Name, address and telephone number of the engineer and/or land surveyor who prepared the plan
5. Date of plan preparation, with all revision date(s), if any
6. Graphic scale
7. True north arrow
8. Plat and lot number(s) of the land being subdivided
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. Perimeters of wetland areas on the subdivision parcel(s), if any, as flagged by a certified wetlands biologist and verified by RIDEM, and associated wetland buffers as defined by RIDEM
13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the subdivision parcel(s)
14. Coastal features adjacent to the subdivision 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

15. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the subdivision, including base flood elevation data for applicable zones

**(C) 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:

1. Area of the subdivision parcel(s)
2. Existing easements and rights-of-way within or adjacent to the subdivision parcel(s), with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
3. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
4. Names of abutting property owners and property owners immediately across any adjacent public or private streets
5. Notation of existing ground cover with depiction of any existing wooded areas
6. Boundaries and notation of the soil types classifications for the entire area of the subdivision parcel(s), as identified by the most recent USDA RI Soil Survey
7. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
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. Existing contours at intervals of two (2) feet, with identification of ridge lines of existing hills
10. Boundaries of applicable watersheds for the subject parcel
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, size, and use/type of existing buildings or significant above-ground structures on the subdivision parcel(s)
13. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the subdivision parcel(s)
14. Accurate 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

15. Location and assumed perimeter 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
16. Accurate 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. Accurate location of any unique natural features present on the site, or if none, a notation indicating such
18. Location and size of trees with a caliper of fifteen inches or greater that are within the area proposed for disturbance or alteration
19. 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
20. Notation indicating that the subdivision parcel(s) or any building(s) within the parcel is or is not listed on the National Register of Historic Places
21. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(D) Proposed Conditions Plan(s)**

The applicant shall submit a Proposed Conditions Plan(s), which shall be in substantial conformance with the approved Preliminary Plan. 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:

1. Proposed number of buildable lots
2. Proposed easements and rights-of-way within the subdivision parcel(s), or those to be acquired adjacent to the subdivision parcel(s) as may be necessary
3. Proposed lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
4. Location, dimension, and use of any area of land proposed to be set aside as open space
5. Locations and types of proposed survey monumentation
6. Proposed streets, with accurate areas and dimensions
7. If proposed, notation as to whether the proposed street extension or creation is to be private or public
8. Proposed street names
9. If proposed, roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure
10. Any proposed on- and/or off-site improvements, including sidewalks and bicycle paths
11. 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
12. If proposed, plan and profile design information for any extension of public or private utility infrastructure
13. Limits of disturbance/work relative to road and/or infrastructure installation
14. Grading plan(s), to show proposed contours at 2-foot intervals for all grading proposed for on- and off-site street construction, drainage facilities, and upon individual lots if part of proposed subdivision improvements
15. Soil erosion, run-off and sedimentation control plan(s)

16. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM
17. Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer
18. Landscape plan(s), to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, within common areas, and upon individual lots (if part of proposed subdivision improvements), and landscape installation details and related notations
19. 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
20. Proposed phasing, including depiction of which on- and off-site improvements are to be installed in which phase, if applicable
21. Any revisions to the proposed conditions required by the Preliminary Plan approval
22. Notation of any special conditions as required by the Preliminary Plan approval
23. Certification by a RI Registered Professional Engineer that the construction drawings are correct

**(E) Draft Record Plan**

The applicant shall submit a Draft Record Plan(s), which shall accurately depict the following information, in addition to the information listed in (A), above:

1. Proposed lot lines, with accurate dimensions, geometries and lot areas, drawn so as to distinguish them from existing property lines
2. Proposed streets, if any, with accurate areas and dimensions
3. Location, dimension and area of land proposed to be set aside as open space, if any
4. Location and type of proposed survey monumentation
5. If land is to be set aside as open space, proposed locations of open space markers
6. Notation of any special conditions as required by the Preliminary Plan approval

7. Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable
8. Certification by a RI Registered Land Surveyor confirming:
  - The perimeter lot lines of the land being subdivided meet a Class I standard; and
  - All interior lot lines have been designed to conform to the latest edition of the Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations, as prepared by the Rhode Island Society of Professional Land Surveyors

**(F) Supporting Materials**

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

1. **1 draft copy** of all legal documents relating to the subdivision, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval, including but not limited to deed descriptions for all resultant lots, and any proposed easements, dedications, restrictions, and/or covenants
2. **2 draft copies** of the metes and bounds description(s) and warranty deed(s) for all proposed public roadways and/or lands proposed to be dedicated to the Town for open space purposes, if any, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval
3. **2 copies** of an estimate of the cost of installation of all on- and off-site improvements, including landscaping if applicable, prepared by a Registered Professional Engineer

**PRE-APPLICATION CONCEPT REVIEW CHECKLIST**  
**All Land Development Projects**

**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 development;
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 land development project
2. Plat and lot number(s) of the land being developed
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 developed; if more than one district, zoning boundary lines must be shown
10. Perimeter boundary lines of the development, 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 development parcel
12. Approximate location of wetland perimeters on the development parcel(s), if any, and associated wetland buffers as defined by RIDEM
13. Approximate locations of coastal features adjacent to the development parcel(s), if any, 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 (B), above:

1. Area of the development parcel(s)
2. An aerial photograph of the development parcel(s)
3. Approximate location of any known existing easements and rights-of-way within or adjacent to the development parcel(s)
4. Notation of existing ground cover with approximate locations of any existing wooded areas
5. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
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 development parcel(s)

9. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the development parcel(s)
10. Approximate location and type of all known, 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
11. Approximate location 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
12. Approximate location of any unique historic features present on the site, including but not limited to stone walls
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 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(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. Conceptual location, size, and use/type of proposed buildings and structures, including proposed number of residential units per building, if applicable
2. Conceptual locations of proposed on- and/or off-site improvements, including streets, access drives, loading areas, parking areas, sidewalks, and bicycle paths
3. 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
4. Approximate location, dimension, and anticipated use of any area(s) proposed to be set aside as open space, if any
5. Conceptual locations 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 development, including consideration of existing conditions and significant site features;
  - An estimate of the approximate population of the proposed development, if any;
  - An estimate of the number of school-aged children to be housed in the proposed development, if any.
2. **10 copies** of a vicinity map drawn to a measurable scale as necessary to show the area within one-half mile of the development parcel, identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations, and other significant public facilities

**PRELIMINARY PLAN CHECKLIST**  
**Minor Land Development Projects**

**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 development;
5. Six (6) full size, paper copies of each required plan, as indicated in Sections (A), (C), (D), and (E) below;
6. The number of copies of each of the required supporting materials indicated in Section (F), 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) Cover Sheet**

The Preliminary Plan set shall include a Cover Sheet, which includes the information listed below:

1. Name of the proposed land development project
2. Plat and lot number(s) of the land being developed
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. List of sheets contained within the plan set
8. Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable

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

1. Name of the proposed land development project
2. Plat and lot number(s) of the land being developed
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 developed; if more than one district, zoning boundary lines must be shown
10. Perimeter boundary lines of the development, 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 development parcel(s)
12. 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
13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the development parcel(s)
14. 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

15. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the development, including base flood elevation data for applicable zones

**(C) 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:

1. Area of the development parcel(s)
2. Existing easements and rights-of-way within or adjacent to the development parcel(s), with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
3. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
4. Names of abutting property owners and property owners immediately across any adjacent public or private streets
5. Notation of existing ground cover with depiction of any existing wooded areas
6. 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
7. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
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. Existing contours at intervals of two (2) feet
10. Accurate location, size, and use/type of existing buildings or significant above-ground structures on the development parcel(s)
11. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the development parcel(s)
12. Accurate 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

13. 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
14. Location of any unique historic features present on the site, including but not limited to stone walls, or if none, a notation indicating such
15. Location of any unique natural features present on the site, including but not limited to significant specimen trees, or if none, a notation indicating such
16. 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(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
17. 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
18. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(D) 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:

1. Boundaries and total area of any land classified as “unsuitable for development,” as defined by the Subdivision and Land Development Regulations

2. Location, size, and use/type of proposed buildings and structures, including proposed number of residential units per building
3. Any proposed on- and/or off-site improvements, including streets, access drives, parking areas, sidewalks and bicycle paths
4. If proposed, notation as to whether any proposed street extension or creation is to be private or public
5. If proposed, roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure, and proposed street names
6. Proposed easements and rights-of-way within the subdivision parcel(s), or those to be acquired adjacent to the development parcel(s) as may be necessary
7. Location, dimension, total area, and proposed use of land to be set aside as open space, if any
8. 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
9. If proposed, plan and profile design information for any extension of public or private utility infrastructure
10. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM
11. Locations and types of proposed survey and open space monumentation, if any
12. Limits of disturbance/work relative to on- and off-site improvements and infrastructure installation
13. Grading plan(s), to show proposed contours at 2-foot intervals for all grading proposed for on- and off-site improvements
14. Soil erosion, run-off and sedimentation control plan(s)
15. Landscape plan(s), to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations
16. Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer

17. 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
18. Proposed phasing, including depiction of which on- and off-site improvements are to be installed in which phase, if applicable
19. Certification by a RI Registered Professional Engineer that the construction drawings are correct

**(E) Open Space Use Plan (FDRPs only)**

The Conceptual Master Plan submittal for any major land development project proposed as a Flexible Design Residential Projects (FDRP) shall include an Open Space Use Plan, which depicts the following:

1. The general location and area of all proposed open space
2. The general proposed use(s) of each open space area
3. Existing topography of the open space areas
4. Existing ground cover of the open space areas
5. The location and nature of any buildings, structures, stone walls, or other unique natural and/or historic features within the open space areas
6. Indication of areas of open space from which existing vegetation will be removed or altered and areas which are proposed to be disturbed or otherwise graded, excavated, or altered from their existing natural state
7. Generalized proposals for re-grading, re-vegetating, and/or landscaping of proposed disturbed areas
8. Areas proposed to be left in their existing natural states without any disturbance

**(F) Supporting Materials**

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

1. **16 copies** of either:
  - A written, signed statement indicating the specific sections of the Regulations from which waiver and/or modification is requested; or
  - A written, signed statement indicating that no waivers and/or modifications are being requested

2. **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 statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed development, including consideration of existing conditions and significant site features;
  - An estimate of the approximate population of the proposed development;
  - An estimate of the number of school-aged children to be housed in the proposed development;
  - A general analysis of soil types and suitability for the development proposed;
  - A statement of the potential fiscal impacts of the development on Town expenses and revenues; and
  - A description of proposed phasing, if any.
3. **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
4. **10 copies** of an aerial photograph of the subdivision parcel(s)
5. If no freshwater wetlands and/or wetland buffers are depicted within the plan set, **2 copies** of an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision parcel(s)
6. For developments with freshwater wetlands present on the development parcel(s), **2 copies** of either:
  - An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or
  - A letter of non-jurisdiction from RIDEM
7. Either, **2 copies** of:
  - An affidavit signed by a qualified professional stating that there are no coastal features and/or buffer areas adjacent to or within the development parcel(s); or

- A Preliminary Determination, including coastal feature verification, from the Coastal Resources Management Council
8. For developments proposing service by public water, **2 copies** of a written statement from the appropriate water company or district that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
    - Confirmation that water service is available;
    - Approval of connection to the existing water main as depicted on the plan; and,
    - If extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan
  9. For developments proposing service by public sewer, **2 copies** of a written statement from the Town of South Kingstown Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
    - Confirmation that sewer service is available;
    - Approval of connection to the existing sewer main as depicted on the plan; and
    - If extension is proposed, approval of extension of the sewer main as depicted on the plan
  10. **2 copies** of drainage calculations, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system
  11. For developments proposing service by OWTS(s), **2 copies** of an On-Site Wastewater Treatment System permit issued by RIDEM
  12. For developments proposing new physical access to a State right-of-way, **2 copies** of a RIDOT Physical Alteration Permit
  13. For developments proposing use of existing physical access to a State right-of-way, **2 copies** of an amendment to the original RIDOT Physical Alteration Permit, or of a letter from RIDOT indicating that no further RIDOT approval is necessary
  14. **2 copies** of any RIDEM stormwater or other general construction permits that are required, or an affidavit, signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required
  15. **2 copies** of written confirmation that the applicable Fire District has reviewed the proposed plan(s) and approves the proposed street design relative to emergency vehicle access and fire suppression requirements
  16. A list of the names and addresses of all owners of property, agencies, or communities requiring notification of the development pursuant to the Regulations

**FINAL PLAN CHECKLIST**  
**Minor Land Development Project**

**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. Two (2) 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 development\*;
5. Two (2) full size, paper copies of each required plan, as indicated in Sections (A), (C), (D), and (E), below;
6. The number of copies of each of the required supporting materials, as indicated in Section (F), 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.

*\*Forms must be submitted with each application. If no change has occurred in the Project Team or related to the ownership of the parcel since Preliminary Plan review and approval, duplicate copies may be submitted with notation of current date of submittal.*

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).

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) Cover Sheet**

The Final Plan set shall include a Cover Sheet, which includes the information listed below:

1. Name of the proposed land development project
2. Plat and lot number(s) of the land being developed
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. List of sheets contained within the plan set
8. Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable

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

1. Name of the proposed land development project
2. Plat and lot number(s) of the land being developed
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 developed; if more than one district, zoning boundary lines must be shown
10. Perimeter boundary lines of the development, 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 development parcel
12. 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
13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the development parcel(s)
14. 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

15. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the development, including base flood elevation data for applicable zones

**(C) 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:

1. Area of the development parcel(s)
2. Existing easements and rights-of-way within or adjacent to the development parcel(s), with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
3. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
4. Names of abutting property owners and property owners immediately across any adjacent public or private streets
5. Notation of existing ground cover with depiction of any existing wooded areas
6. 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
7. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
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. Existing contours at intervals of two (2) feet
10. Accurate location, size, and use/type of existing buildings or significant above-ground structures on the subdivision parcel(s)
11. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the development parcel(s)
12. Accurate 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

13. 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
14. Location of any unique historic features present on the site, including but not limited to stone walls, or if none, a notation indicating such
15. Location of any unique natural features present on the site, including but not limited to significant specimen trees, or if none, a notation indicating such
16. 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(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
17. 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
18. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(D) Proposed Conditions Plan(s)**

The applicant shall submit a Proposed Conditions Plan(s), which shall be in substantial conformance with the approved Preliminary Plan. 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:

1. Location, size, and use/type of proposed buildings and structures, including proposed number of residential units per building

2. Any proposed on- and/or off-site improvements, including streets, access drives, parking areas, sidewalks and bicycle paths
3. If proposed, notation as to whether any proposed street extension or creation is to be private or public
4. If proposed, roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure, and proposed street names
5. Proposed easements and rights-of-way within the subdivision parcel(s), or those to be acquired adjacent to the development parcel(s) as may be necessary
6. Location, dimension and area of land proposed to be set aside as open space, if any
7. 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
8. If proposed, plan and profile design information for any extension of public or private utility infrastructure
9. The locations and design details of any On-Site wastewater Treatment System(s) proposed for use within the development
10. Locations and types of proposed survey and open space monumentation, if any
11. Limits of disturbance/work relative to on- and off-site improvements and infrastructure installation
12. Grading plan(s), to show proposed contours at 2-foot intervals for all grading proposed for on- and off-site improvements
13. Soil erosion, run-off and sedimentation control plan(s)
14. Landscape plan(s), to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations
15. Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer
16. 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

17. Proposed phasing, including depiction of which on- and off-site improvements are to be installed in which phase, if applicable
18. Any revisions to the proposed conditions required by the Preliminary Plan approval
19. Notation of any special conditions as required by the Preliminary Plan approval
20. Certification by a RI Registered Professional Engineer that the construction drawings are correct

**(E) Draft Record Plans**

The applicant shall submit a Draft Record Plan(s), which shall accurately depict the following information, in addition to the information listed in (A), above:

1. Site plan(s), certified by a RI Registered Land Surveyor confirming the perimeter lot lines of the land being subdivided meet a Class I standard, and indicating:
  - a. Location, size, and use/type of proposed buildings and structures;
  - b. Any proposed on- and/or off-site improvements, including access drives, parking areas, sidewalks and bicycle paths;
  - c. Existing and proposed easements and rights-of-way within the development parcel(s), or those to be acquired adjacent to the subdivision parcel(s) as may be necessary;
  - d. Proposed streets, if any, with accurate areas and dimensions;
  - e. Location, dimension, and use of any area of land proposed to be set aside as open space;
  - f. If land is to be set aside as open space, proposed locations of open space markers;
  - g. Location and type of proposed survey monumentation, if any;
  - h. Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable; and
  - i. Notation of any special conditions as required by the Preliminary Plan approval.
2. Grading plan(s), to show proposed contours at 2-foot intervals for all grading proposed for on- and off-site street construction, and drainage facilities, certified by a RI registered Professional Engineer
3. Landscape plan(s), to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations, signed by a licensed Landscape Architect

4. Drainage plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, certified by a RI registered Professional Engineer

**(F) Supporting Materials**

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

1. **1 draft copy** of all legal documents relating to the development, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval, including but not limited to any proposed easements, dedications, restrictions, and/or covenants
2. **2 draft copies** of the metes and bounds description(s) and warranty deed(s) for all proposed public roadways and/or lands proposed to be dedicated to the Town for open space purposes, if any, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval
3. **2 copies** of an estimate of the cost of installation of all on- and off-site improvements, including landscaping, prepared by a Registered Professional Engineer

**CONCEPTUAL MASTER PLAN CHECKLIST**  
**Major Land Development Project**

**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 development\*;
5. Six (6) full size, paper copies of each required plan/sheet, as indicated in Sections (A), (C), and (D), below;
6. Major land development projects proposed as Flexible Design Residential Projects (FDRPs) shall submit six (6) full size, paper copies of an Open Space Use Plan, as described in Section (E), below;
7. The number of copies of each of the required supporting materials, as indicated in Section (F), below, printed double-sided as may be appropriate; and
8. PDFs of all application materials (all application forms, plans, and supporting materials), which are to be uploaded to the Town's FTP site.

*\*Forms must be submitted with each application. If no change has occurred in the Project Team or related to the ownership of the parcel since Pre-Application Concept Review submittal, duplicate copies may be submitted with notation of current date of submittal.*

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) Cover Sheet**

The Conceptual Master Plan set shall include a Cover Sheet, which includes, at a minimum, the information listed below:

1. Name of the proposed land development project
2. Plat and lot number(s) of the land being developed
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. List of sheets contained within the plan set
8. Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable

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

1. Name of the proposed land development project
2. Plat and lot number(s) of the land being developed
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 developed; if more than one district, zoning boundary lines must be shown
10. Perimeter boundary lines of the development, 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 development parcel
12. Perimeters of wetland areas on the development parcel(s), if any, as flagged by a certified wetlands biologist, and associated wetland buffers as defined by RIDEM

13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the development parcel(s)
14. Coastal features adjacent to the subdivision 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
15. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the subdivision, including base flood elevation data for applicable zones

**(C) 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 development parcel(s)
2. An aerial photograph of the development parcel(s)
3. Exact location and area of existing easements and rights-of-way within or adjacent to the development parcel(s), with notation of the South Kingstown Land Evidence Records Book and Page reference
4. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
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 subdivision parcel(s), as identified by the most recent USDA RI Soil Survey
8. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
9. 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
10. Existing contours at intervals of two (2) feet, with identification of ridge lines of existing hills
11. Boundaries of applicable watersheds for the subject parcel

12. Identification of any geologic formations on the proposed development parcel, including rock outcroppings, cliffs, coastal features, etc., based on available published information or more detailed data obtained by the applicant
13. 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.)
14. Accurate location, size, and use/type of existing buildings or significant above-ground structures on the development parcel(s)
15. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the development parcel(s)
16. Approximate location 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
17. 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
18. Accurate location of any unique historic features present on the site, including but not limited to stone walls, or if none, a notation indicating such
19. Accurate location of any unique natural features present on the site, or if none, a notation indicating such
20. Location and size of trees with a caliper of fifteen inches or greater that are within the area proposed for disturbance or alteration
21. 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(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
22. 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
23. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(D) 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 (B), above:

1. Boundaries and total area of any land classified as “unsuitable for development,” as defined by the Subdivision and Land Development Regulations
2. Location, size, and use/type of proposed buildings and structures, including proposed number of residential units per building, if applicable
3. Any proposed on- and/or off-site improvements, including streets, 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. If proposed, notation as to whether the proposed street extension or creation is to be private or public
6. Location, dimension, and proposed use of any area(s) proposed to be set aside as open space, if any
7. Proposed approximate 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
8. Proposals, if any, for connection with existing sanitary sewer systems, or a notation that OWTS is proposed

9. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM
10. Proposals, if any, for connection with existing water supply systems, or if future development is to be serviced by on-site wells, notation of such
11. Conceptual designs of proposed stormwater management infrastructure, including type, location, and configuration
12. General depiction of proposed phasing, if any, indicating which proposed structures are to be installed in which phase

**(E) Open Space Use Plan (FDRPs only)**

The Conceptual Master Plan submittal for any major land development project proposed as a Flexible Design Residential Projects (FDRP) shall include an Open Space Use Plan, which depicts the following:

1. The general location and area of all proposed open space
2. The general proposed use(s) of each open space area
3. Existing topography of the open space areas
4. Existing ground cover of the open space areas
5. The location and nature of any buildings, structures, stone walls, or other unique natural and/or historic features within the open space areas
6. Indication of areas of open space from which existing vegetation will be removed or altered and areas which are proposed to be disturbed or otherwise graded, excavated, or altered from their existing natural state
7. Generalized proposals for re-grading, re-vegetating, and/or landscaping of proposed disturbed areas
8. Areas proposed to be left in their existing natural states without any disturbance

**(F) Supporting Materials**

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

1. **16 copies** of either:
  - A written, signed statement indicating the specific sections of the Regulations from which waiver and/or modification is requested; or

- A written, signed statement indicating that no waivers and/or modifications are being requested
2. **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 statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed development, including consideration of existing conditions and significant site features;
  - An estimate of the number of school-aged children to be housed in the proposed development, if residential uses are proposed;
  - A general analysis of soil types and suitability for the development proposed;
  - A general viewshed analysis, showing the location and extent of significant views both from and within the proposed development parcel, as well as anticipated views into the property from adjacent public or private streets and properties;
  - An estimate of the approximate population of the proposed development, if residential uses are proposed;
  - A statement of the potential fiscal impacts of the development on Town expenses and revenues; and
  - A description of proposed phasing, if any.
3. **10 copies** of a vicinity map drawn to a measurable scale as necessary to show the area within one-half mile of the development parcel, identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations, and other significant public facilities
4. If no freshwater wetlands and/or wetland buffers are depicted within the plan set, **2 copies** of an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the development parcel(s)
5. Either, **2 copies** of:
- An affidavit signed by a qualified professional stating that there are no coastal features and/or buffer areas adjacent to or within the development parcel(s); or

- A Preliminary Determination, including coastal feature verification, from the Coastal Resources Management Council.
6. 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
  7. 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

**PRELIMINARY PLAN CHECKLIST**  
**Major Land Development Projects**

**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 development\*;
5. Six (6) full size, paper copies of each required plan, as indicated in Sections (A), (C), and (D), below;
6. The number of copies of each of the required supporting materials indicated in Section (E), 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.

*\*Forms must be submitted with each application. If no change has occurred in the Project Team or related to the ownership of the parcel since Conceptual Master Plan review and approval, duplicate copies may be submitted with notation of current date of submittal.*

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) Cover Sheet**

The Preliminary Plan set shall include a Cover Sheet, which includes the information listed below:

1. Name of the proposed land development project
2. Plat and lot number(s) of the land being developed
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. List of sheets contained within the plan set
8. Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable

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

1. Name of the proposed land development project
2. Plat and lot number(s) of the land being developed
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 developed; if more than one district, zoning boundary lines must be shown
10. Perimeter boundary lines of the development, 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 development parcel(s)
12. 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
13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the development parcel(s)

14. 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
15. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the development, including base flood elevation data for applicable zones

**(C) 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:

1. Area of the development parcel(s)
2. Exact location and area of existing easements and rights-of-way within or adjacent to the development parcel(s), with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
3. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
4. Names of abutting property owners and property owners immediately across any adjacent public or private streets
5. Notation of existing ground cover with depiction of any existing wooded areas
6. 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
7. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
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. Existing contours at intervals of two (2) feet, with identification of ridge lines of existing hills
10. Boundaries of applicable watersheds for the subject parcel
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, size, and use/type of existing buildings or significant above-ground structures on the development parcel(s)

13. Approximate location and 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, 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
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. Accurate 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. Accurate location of any unique natural features present on the site, or if none, a notation indicating such
18. Location and size of trees with a caliper of fifteen inches or greater that are within the area proposed for disturbance or alteration
19. 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(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
20. 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
21. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(D) Proposed Conditions Plan(s)**

The applicant shall submit a Proposed Conditions Plan(s), which shall be in substantial conformance with the approved Conceptual Master Plan. 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:

1. Boundaries and total area of any land classified as “unsuitable for development,” as defined by the Subdivision and Land Development Regulations
2. Location, size, and use/type of proposed buildings and structures, including proposed number of residential units per building, if applicable
3. Any proposed on- and/or off-site improvements, including streets, access drives, loading areas, parking areas, sidewalks, and bicycle paths
4. If proposed, notation as to whether any proposed street extension or creation is to be private or public
5. 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
6. Location, dimension, and anticipated use of any area of land proposed to be set aside as open space
7. Proposed, accurate 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
8. If proposed, plan and profile design information for any extension of public or private utility infrastructure
9. The locations and design details of any On-Site Wastewater Treatment System(s) proposed for use within the development
10. The locations of any private or community wells proposed for use within the development
11. Locations and types of proposed survey and open space monumentation, if any
12. If proposed, roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure, and proposed street names
13. Limits of disturbance/work relative to on- and off-site improvements and infrastructure installation

14. Grading plan(s), to show proposed contours at 2-foot intervals for all grading proposed for on- and off-site improvements
15. Soil erosion, run-off and sedimentation control plan(s)
16. Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer
17. Landscape plan(s), to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations
18. 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
19. Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable
20. Certification by a RI Registered Professional Engineer that the construction drawings are correct

#### **(E) Supporting Materials**

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

1. **16 copies** of either:
  - A written, signed statement indicating the specific sections of the Regulations from which waiver and/or modification is requested and noting any difference in the request from the Conceptual Master Plan submittal; or
  - A written, signed statement indicating that no waivers and/or modifications are being requested
2. For developments with freshwater wetlands present on the development parcel(s), **2 copies** of either:
  - An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or
  - A letter of non-jurisdiction from RIDEM
3. For developments proposing service by public water, **2 copies** of a written statement from the appropriate water company or district that the proposed plan, with plan revision date indicated, has been reviewed and which provides:

- Approval of connection to the existing water main as depicted on the plan; and,
  - If extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan
4. For developments proposing service by public sewer, **2 copies** of a written statement from the Town of South Kingstown Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
    - Approval of connection to the existing sewer main as depicted on the plan; and
    - If extension is proposed, approval of extension of the sewer main as depicted on the plan
  5. **2 copies** of drainage calculations, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system
  6. For developments proposing service by OWTS(s), **2 copies** of an On-Site Wastewater Treatment System permit issued by RIDEM.
  7. For developments proposing new physical access to a State right-of-way, **2 copies** of a RIDOT Physical Alteration Permit
  8. For developments proposing use of existing physical access to a State right-of-way, **2 copies** of an amendment to the original RIDOT Physical Alteration Permit, or of a letter from RIDOT indicating that no further RIDOT approval is necessary
  9. **2 copies** of any RIDEM stormwater or other general construction permits that are required, or an affidavit, signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required
  10. **2 copies** of written confirmation that the applicable Fire District has reviewed the proposed plan(s) and approves the proposed street design relative to emergency vehicle access and fire suppression requirements
  11. A list of the names and addresses of all owners of property, agencies, or communities requiring notification of the development pursuant to the Regulations

**FINAL PLAN CHECKLIST**  
**Major Land Development Project**

**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. Two (2) 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 development\*;
5. Two (2) full size, paper copies of each required plan, as indicated in Sections (A), (C), (D), and (E), below;
6. The number of copies of each of the required supporting materials, as indicated in Section (F), 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.

*\*Forms must be submitted with each application. If no change has occurred in the Project Team or related to the ownership of the parcel since Preliminary Plan review and approval, duplicate copies may be submitted with notation of current date of submittal.*

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).

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) Cover Sheet**

The Final Plan set shall include a Cover Sheet, which includes the information listed below:

1. Name of the proposed land development project
2. Plat and lot number(s) of the land being developed
3. Name and address of the applicant
4. Name and address of the property owner
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. List of sheets contained within the plan set
8. Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable

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

1. Name of the proposed land development project
2. Plat and lot number(s) of the land being developed
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 developed; if more than one district, zoning boundary lines must be shown
10. Perimeter boundary lines of the development, 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 development parcel
12. 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
13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the development parcel(s)
14. 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

15. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the development, including base flood elevation data for applicable zones

**(C) 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:

1. Area of the development parcel(s)
2. Exact location and area of existing easements and rights-of-way within or adjacent to the development parcel(s), with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
3. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
4. Names of abutting property owners and property owners immediately across any adjacent public or private streets
5. Notation of existing ground cover with depiction of any existing wooded areas
6. 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
7. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
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. Existing contours at intervals of two (2) feet, with identification of ridge lines of existing hills
10. Boundaries of applicable watersheds for the subject parcel
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, size, and use/type of existing buildings or significant above-ground structures on the subdivision parcel(s)
13. Approximate location and 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, 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
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. Accurate 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. Accurate location of any unique natural features present on the site, including but not limited to significant specimen trees, or if none, a notation indicating such
18. Location and size of trees with a caliper of fifteen inches or greater that are within the area proposed for disturbance or alteration
19. 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(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
20. 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
21. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(D) Proposed Conditions Plan(s)**

The applicant shall submit a Proposed Conditions Plan(s), which shall be in substantial conformance with the approved Preliminary Plan. 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:

1. Location, size, and use/type of proposed buildings and structures, including proposed number of residential units per building, if applicable
2. Any proposed on- and/or off-site improvements, including streets, access drives, parking areas, sidewalks and bicycle paths
3. If proposed, notation as to whether any proposed street extension or creation is to be private or public
4. Proposed easements and rights-of-way within the development parcel(s), or those to be acquired adjacent to the subdivision parcel(s) as may be necessary
5. Location, dimension, and anticipated use of any area of land proposed to be set aside as open space
6. Proposed, accurate 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
7. If proposed, plan and profile design information for any extension of public or private utility infrastructure
8. The locations and design details of any On-Site Wastewater Treatment System(s) proposed for use within the development
9. The locations of any private or community wells proposed for use within the development
10. Locations and types of proposed survey and open space monumentation, if any
11. If proposed, roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure, and proposed street names
12. Limits of disturbance/work relative to on- and off-site improvements and infrastructure installation
13. Grading plan(s), to show proposed contours at 2-foot intervals for all grading proposed for on- and off-site improvements
14. Soil erosion, run-off and sedimentation control plan(s)

15. Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer
16. Landscape plan(s), to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations
17. 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
18. Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable
19. Any revisions to the proposed conditions required by the Preliminary Plan approval
20. Notation of any special conditions as required by the Preliminary Plan approval
21. Certification by a RI Registered Professional Engineer that the construction drawings are correct

**(E) Draft Record Plans**

The applicant shall submit a Draft Record Plan(s), which shall accurately depict the following information, in addition to the information listed in (A), above:

1. Site plan(s), certified by a RI Registered Land Surveyor confirming the perimeter lot lines of the land being subdivided meet a Class I standard, and indicating:
  - a. Location, size, and use/type of proposed buildings and structures;
  - b. Any proposed on- and/or off-site improvements, including access drives, parking areas, sidewalks and bicycle paths;
  - c. Existing and proposed easements and rights-of-way within the development parcel(s), or those to be acquired adjacent to the subdivision parcel(s) as may be necessary;
  - d. Proposed streets, if any, with accurate areas and dimensions;
  - e. Location, dimension, and use of any areas of land proposed to be set aside as open space;
  - f. If land is to be set aside as open space, proposed locations of open space markers;
  - g. Location and type of proposed survey monumentation, if any;

- h. Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable; and
  - i. Notation of any special conditions as required by the Preliminary Plan approval.
- 2. Grading plan(s), to show proposed contours at 2-foot intervals for all grading proposed for on- and off-site street construction, and drainage facilities, certified by a RI registered Professional Engineer
- 3. Landscape plan(s), to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations, signed by a licensed Landscape Architect
- 4. Drainage plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, certified by a RI registered Professional Engineer

**(F) Supporting Materials**

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

- 1. **1 draft copy** of all legal documents relating to the development, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval, including but not limited to any proposed easements, dedications, restrictions, and/or covenants
- 2. **2 draft copies** of the metes and bounds description(s) and warranty deed(s) for all proposed public roadways and/or lands proposed to be dedicated to the Town for open space purposes, if any, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval
- 3. **2 copies** of an estimate of the cost of installation of all on- and off-site improvements, including landscaping, prepared by a Registered Professional Engineer

**RECORDING CHECKLIST**  
**All Subdivisions and Land Development Projects**

**To obtain endorsement of the Record Plan(s) for a subdivision or land development project, the applicant shall submit to the Administrative Officer:**

1. One (1) full size, Mylar of each sheet of the Record Plan, as approved as part of the Administrative Subdivision or Final Plan submittal, which is in complete conformance with the approved plan and accurately depicts installed survey monumentation as set in the field;
2. One (1) executed copy of each legal document required by the Administrative Subdivision or Final Plan approval, including but not limited to, as applicable, deeds for each newly created or modified lot, conservation easement(s), warranty deed(s) for all proposed public roadways and/or lands proposed to be dedicated to the Town for open space purposes, homeowner's association declarations and covenants;
3. Approval of progress or final as-built drawings, as may be applicable, from the South Kingstown Department of Public Services;
4. If a performance guarantee is required, proof of payment of said guarantee to the Town of South Kingstown Finance Department; and
5. Two (2) copies of any and all other materials that may have been required to be submitted prior to recording by the Administrative Subdivision, Preliminary or Final Plan approvals.

The Administrative Officer shall review all documentation and determine whether endorsement of the Record Plan(s) shall occur. Upon recording, the applicant shall provide copies of all recorded legal documents to the Administrative Officer.