

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

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

- \$240** 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\*;
- N/A** 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

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**(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
- N/A** 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
- N/A** 13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the subdivision parcel(s)

**N/A** 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

**N/A** 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)

**N/A** 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

**N/A** 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
- N/A** 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:
  - N/A** a. Natural Heritage Areas, as defined by RIDEM
  - N/A** 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
  - N/A** 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
  - N/A** e. An OWTS Critical Resource Area, as defined by RIDEM
  - N/A** 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:

- N/A** 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
- N/A** 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
- N/A** 5. Location, dimension, and proposed use of any area of land proposed to be set aside as open space
- N/A** 6. Locations and types of proposed survey monumentation, including any required open space markers
- N/A** 7. Proposed streets, if any, with accurate areas and dimensions
- N/A** 8. If proposed, notation as to whether the proposed street extension or creation is to be private or public
- N/A** 9. Proposed street names
- N/A** 10. If proposed, roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure
- N/A** 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
- N/A** 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)
- N/A 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
- N/A 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;

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- 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

**N/A** 5. For developments proposing new physical access to a State right-of-way, **2 copies** of a RIDOT Physical Alteration Permit

**N/A** 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

**N/A** 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

**RIPDES Permit Pending to be submitted under separate cover** 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

**Pending to be submitted under separate cover** 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 [200' radius per Section 906.K.4](#)

✓ 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