

DEVELOPMENT PLAN REVIEW

CHECKLIST REQUIREMENTS



Project: _____
 Address: _____
 AP/Lot: _____
 Author: _____

Please note that, for the purpose of this checklist, the term **Subject Site** and all references herein is defined to include all parcels associated with the proposed project and/or application

I. SITE PLAN SET REQUIREMENTS

1	Site Plan Sets may include as many sheets as are required to satisfy checklist requirements; HOWEVER, all Site Plan Sets shall include the following sheets, in the following order as the first four (4) sheets:	
	a.	Cover/Title Page
	b.	Existing Conditions Plan
	c.	Proposed Conditions Plan
	d.	Grading & Stormwater Design Plan
2	All sheets within the Site Plan Set shall be numbered sequentially and be referenced with accurate and unique sheet names	
3	All sheets within the Site Plan Set shall contain Title Blocks (including Cover/Title Page), which contain the following information:	
	a.	Name of the proposed project
	b.	Plat and lot number(s) of the Subject Site
	c.	Address/Location of the Subject Site
	d.	Name and address of the applicant(s)
	e.	Name and address of property owner(s)
	f.	Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans
	g.	Date of plan preparation and all revision date(s), if any
4	All sheets within the Site Plan Set (except for the Title/Cover Page, or any Construction Details or Notes pages) shall include the following:	
	a.	True north arrow and Graphic Scale
	b.	Site plan legend (all items displayed on a sheet shall be symbolized in a legend on that same sheet)

II. COVER/TITLE PAGE REQUIREMENTS

1	Relevant references to deeds and recorded plans
2	Table of Contents listing the names and sheet numbers of all sheets contained in the plan set

Notations

3	Notation that the Subject Site does or does not include or lie within any area designated by the town or state for purposes of environmental, natural, or cultural resource protection, such as:	
	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
	c.	A Groundwater Protection Overlay District
	d.	Wellhead Protection Area
	e.	Groundwater Recharge Area

	f.	Areas within a TMDL watershed, as identified by RIDEM
	g.	Any OWTS Critical Resource Areas, as defined by RIDEM
	h.	A Drinking Water Supply Watershed, as defined by RIDEM
	i.	Structures or buildings that are either listed or eligible for listing in the National or State Registers of Historic Places, or are identified as "contributing structures" to a National, State or Municipal Historic District
	j.	Located in a district that is listed or eligible for listing on the National or State Registers of Historic Places, or a Municipal Historic District
	k.	Areas of existing, active agricultural use
	l.	Areas containing prime agricultural soils and farmland soils of statewide importance
	m.	Historic cemeteries on or immediately adjacent to the Subject Site
	n.	Unique natural features present on or adjacent to the Subject Site
4		Notation as to the type of wastewater service proposed
5		Notation as to the type of potable water service proposed
6		Notation as to any other utility services (electric, gas, communication transmission lines, etc.) proposed
7		Notation of any required permits and/or agreements that have been obtained from, or made with, State and Federal agencies, including applicable permit numbers, issuance dates and expiration dates
8		Notation as to whether the applicant (1) intends to complete all required improvements prior to endorsement of the Final Plat or Plan; or (2) intends to complete the required improvements prior to the endorsement of the Final Plat or Plan with security sufficient to cover the cost of required improvements.
9		Names and addresses of adjoining communities or agencies requiring notification under these regulations

III. EXISTING CONDITIONS PLAN REQUIREMENTS

Existing Development Characteristics

1		Existing parcel boundary information for all lots associated with and adjacent to the Subject Site with the perimeter boundary of the Subject Site drawn to distinguish it from other lines. For the Subject Site include dimensions, total area, and existing density calculations
2		Owner names and plat/lot numbers of all abutting property within 200' of the Subject Site
3		Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls, on the Subject Site
4		Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the Subject Site and/or located immediately across any adjacent public or private streets
5		Location, dimension, and detail of any known existing and/or presumed easements and/or rights-of-way within or adjacent to the Subject Site, including streets, driveways, farm roads, woods roads, and/or trails that have been in public use
6		Location, width, classification, and names of existing public, private, and paper streets within and adjacent to the Subject Site
7		Accurate Location, size, and type of all known, existing above ground and underground utilities, including sanitary sewer, OWTS, wells, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be present on the Subject Site or within the right of way along the property frontage

8	Zoning District(s) and Overlay Districts with zoning boundary lines shown if there is more than one district
9	District Dimensional Regulations of the Subject Site
10	Location of any historic cemeteries on or immediately adjacent to the Subject Site, if any, showing the known or suspected boundaries of the cemetery and the 25' area of no disturbance as required by RIGL § 23-18-11(b)
11	Location of contaminated areas present on the Subject Site, as confirmed through Site Assessments and/or Site Investigations in accordance with RIDEM regulations, if any
Natural Characteristics	
12	Delineation and type of existing ground cover with approximate location of wooded areas and areas of active agricultural use on or adjacent to the Subject Site
13	Accurate boundaries of wetlands and/or coastal features and associated wetland and coastal jurisdictional areas on or adjacent to the Subject Site, as well as a determination on the total area of any land classified as "unsuitable for development"
14	Existing topographic contours at intervals at a minimum of two (2) feet
15	Accurate boundaries of FEMA Special Flood Hazard Areas (Flood Zones) located on and/or adjacent to the Subject Site, including references to Flood Zone designations and Base Flood Elevations (BFE)
16	Boundaries and notation of the soil type classifications for the entire area of the Subject Site
17	Location of any geologic formations on the proposed parcel(s), including rock outcroppings, cliffs, etc.
18	Location of areas containing prime agricultural soils and farmland soils of statewide importance on the Subject Site
19	Location of any unique natural features present on the site, including but not limited to significant specimen trees, if any
20	Location and size of all trees on the Subject Site having a caliper of fifteen inches or greater (≥15") and located within 50' of a public or private street or right-of-way or within an area proposed for disturbance or alteration
Existing Conditions Plan Certification	
21	Certification by a RI Registered Land Surveyor that a perimeter survey of the Subject Site has been performed meeting Class I standards for horizontal accuracy and Class III standards for vertical accuracy of topographic and existing conditions information
IV. PROPOSED CONDITIONS PLAN REQUIREMENTS	
Existing Site Characteristics	
1	Lot lines of the Subject Site with accurate dimensions and lot areas, drawn to distinguish them from adjacent property lines
2	Owner names and plat/lot numbers of all abutting property within 200' of the Subject Site
3	Location, width, classification, and names of existing public, private, and paper streets within and adjacent to the Subject Site
4	Accurate boundaries of wetlands and/or coastal features and associated wetland and coastal jurisdictional areas on or adjacent to the Subject Site, as well as a determination on the total area of any land classified as "unsuitable for development"
5	Existing and/or presumed easements and/or rights-of-way within or adjacent to the Subject Site with accurate dimensions, drawn to distinguish them from other features
6	Accurate boundaries of FEMA Special Flood Hazard Areas (Flood Zones) located on and/or adjacent to the Subject Site, including references to Flood Zone designations and Base Flood Elevations (BFE)

<i>Proposed Site Characteristics</i>		
7		Lot lines of the Subject Site with accurate dimensions and lot areas, drawn to distinguish them from adjacent property lines
8		Proposed number of buildable lots or units and density calculations based upon the exclusion of unsuitable land from the total land area of the Subject Site, including the total acreage, the acreage of unsuitable land, and the resulting total of number of units allowed by right.
9		Proposed easements and rights-of-way within or adjacent to the Subject Site (or those to be acquired as may be necessary) with accurate dimensions, drawn so as to distinguish them from other features
10		Location, dimensions, types, and area of any land on or adjacent to the Subject Site proposed to be set aside as open space or to be conveyed to the Town of South Kingstown for public purposes
<i>Proposed Improvements</i>		
11		Proposed structures, including all accessory structures, with dimensions or areas delineated and total building coverage calculations along with including proposed number of residential units per building, if applicable
12		Any proposed on- and/or off-site improvements including streets, access drives, loading areas, parking areas, sidewalks, pedestrian areas, and bicycle parking and/or paths
13		Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable
<i>Proposed Utilities</i>		
14		Accurate location, size, and type of all above ground and underground utilities servicing and proposed to service the Subject Site, including sanitary sewer, OWTS, potable water lines and wells, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be required
<i>Water Service Details</i>		
15	a.	Location and construction design details for connecting the Subject Site to an off-site water supply system, if applicable
	b.	Delineation of 100' radii around all existing and proposed private wells on and adjacent to the Subject Site, if applicable
<i>Wastewater Service Details</i>		
16	a.	Location and construction design details for connecting the Subject Site to an off-site sanitary sewer system, if applicable
	b.	Accurate location, type, and design capacity for each existing and/or proposed OWTS on the Subject Site, if applicable
	c.	The locations where RIDEM-witnessed soil evaluations were performed in the relative location where each OWTS is proposed
<i>Stormwater Details</i>		
17		General location and layout of all proposed stormwater management infrastructure completed by a Registered Professional Engineer
<i>Proposed Affordable Units</i>		
18		Identification of lots or units proposed to be deed-restricted affordable, as required
<i>Miscellaneous</i>		
19		Trash collection area(s)
20		Snow storage area(s)
21		Locations and types of proposed survey and open space monumentation, if any

Proposed Conditions Plan Certification		
22		Certification by a RI Registered Land Surveyor that a perimeter survey of the Subject Site has been performed meeting Class I standards for horizontal accuracy and Class III standard for vertical accuracy of topographic and existing conditions information, or Certification by a RI Registered Professional Engineer that the Proposed Conditions plan is based on the survey information and certification provided within the Existing Conditions Plan
<u>V. GRADING & STORMWATER DESIGN PLANS</u>		
1		Limits of disturbance/work relative to on-and off-site improvements and infrastructure installation
2		Proposed grading contours across the Subject Site at sufficient detail (2-foot intervals) for all on and off-site improvements (street construction, drainage facilities, individual house lots, building footprints, etc.) with certification by a Registered Professional Engineer
3		Identification of test pit locations, conducted near proposed stormwater BMPs, building footprints, and/or OWTS (to sufficiently evaluate suitability for development), with references to depths to groundwater, ledge, or bedrock, as well as soil profiles and evaluation data.
4		Identification of existing and proposed stormwater flow paths and patterns, including any points of drainage discharge on-site or off-site
5		Identification of specific mitigation measures and BMP design details (type, location, depth, grades, and configuration) proposed to address stormwater impacts, completed by a Registered Professional Engineer, specifically referencing:
	a.	Water Quality
	b.	Peak Flow and Volume Management
6		Identification of any easements necessary to construct associated BMPs
<u>VI. LANDSCAPING PLANS</u>		
1		Landscape plan(s) showing all significant proposed clearing of land and removal of existing vegetation, along with plans for re-vegetating the Subject Site, including but not limited to landscaping on rights-of-way, in common areas and as buffering to adjacent properties. Landscape plan details shall identify each plant species, the number of plants by species, planting locations, installation details and related notations, where applicable.
<u>VII. ATTACHMENTS</u>		
General Information		
1		<u>Owner Authorization Affidavits</u> - Please provide completed Owner Authorization Affidavits for <u>each owner of each parcel</u> associated with the proposed Subject Site
2		<u>Narrative Report</u> – Please provide a summary report or written statement including:
	a.	A general description of the existing physical environment and existing use(s) of the property;
	b.	A general description of the use(s) and type(s) of project proposed;
	c.	For phased projects, a description of proposed improvements associated with each phase
	d.	A general statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed project, including consideration of existing conditions and significant site features, and the type and density of the proposed land uses;
	e.	Identification of proposed measures employed to minimize impacts to the natural topography of the site using the RIDEM Low Impact Development (LID) Site Planning & Design Guidance Manual
	f.	An estimate of the approximate population of the proposed project, if any;

	g.	An estimate of the number of school-aged children to be housed in the proposed project, if any;
	h.	A general analysis of soil types and suitability for the development proposed;
	i.	A general viewshed analysis, describing and/or showing the location and extent of significant views from within the Subject Site, as well as anticipated views into the property from adjacent public or private streets and properties;
	j.	Proposed measures to minimize impacts to the natural topography of the site using the Low Impact subdivision (LID) Site Planning & Design Guidance Manual
	k.	A statement of the potential fiscal impacts of the project on Town expenses and revenues;
3		Relief Statement - Please provide 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
4		Site Plan Set – Please provide a Site Plan Set completed in accordance with Sections I through V outlined above
5		Vicinity Aerial Map – Please provide an aerial photograph or satellite images drawn to a measurable scale as necessary to show the relationship of the Subject Site to the area within a half-mile radius, identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations, and other significant public facilities
6		Dimensional Modification Approval – Please provide the Dimensional Modification Approval issued by the Building & Zoning Official associated with this project, when applicable.
7		Architectural Plans – Please provide Architectural Plans, as needed, to illustrate the proposed design of structures associated with the project, where applicable.
8		Architectural renderings, elevations, or photographs - Please provide renderings, elevations, and/or photographs, as needed, to illustrate the visual impact on abutting properties.
9		As-Built Plans – For phased projects, please provide As-Built Plans documenting the as-built conditions of prior phase(s), where applicable.
10		Lighting Plans – Please provide Lighting Plans identifying the location, type, intensity, and direction of illumination of all outdoor lighting fixtures.
11		Lighting Specifications and Details – Please provide Lighting Information documenting the location, type, intensity, and direction of illumination of all outdoor lighting, where applicable.
12		Signage – Please provide details including location, size, design, and illumination, where applicable.
13		Trash Collection Area Details and Specifications – Please provide trash and refuse details including construction type and materials associated with any trash or refuse collection areas and associated enclosures, where applicable.
14		Cost Estimate for Financial Guarantees – Please provide a construction cost estimate in an amount necessary for the Town to complete the installation of required improvements.
Wetland Information		
15		Professional Wetland Affidavit - If no freshwater wetland jurisdictional areas (as defined by RIDEM), are located on or extend onto the Subject Site, please provide an affidavit signed by a qualified professional stating that there are no wetland jurisdictional areas and that the project does not require a freshwater wetland permit from RIDEM.
16	For projects with freshwater wetland jurisdictional areas on or extending onto the Subject Site, please provide at least one of the following, as applicable:	
	a.	RIDEM Request for Regulatory Applicability - If freshwater wetlands and/or wetland jurisdictional areas are located on or adjacent to the Subject Site, please provide documentation from RIDEM in response to a <i>Request for Regulatory Applicability</i> that confirms the proposed project does or does not require a Freshwater Wetlands Permit.

	b.	Wetland Edge Verification – When wetlands are located on or within the Subject Site, please provide documentation from RIDEM that the delineated wetland edge(s) identified within the Site Plan Set have been verified.
	c.	RIDEM Wetlands Permit – When required, please provide a current RIDEM Wetlands Permit for projects located within RIDEM freshwater wetland jurisdictional areas pursuant to the RIDEM Rules & Regulations Governing the Administration and Enforcement of the Freshwater Wetland Act.
Coastal Information		
17		Professional Coastal Area Affidavit – If no coastal features and/or coastal jurisdictional areas are located on or adjacent to the Subject Site, or the Subject Site is otherwise not within the regulatory jurisdiction of CRMC, please submit an affidavit signed by a qualified professional stating that there are no regulated coastal areas on or adjacent to the Subject Site and that the project does not require a CRMC permit.
For projects with coastal features present on or adjacent to the Subject Site, please provide:		
18	a.	CRMC Preliminary Determination - For projects with coastal features and/or coastal jurisdictional areas located on or adjacent to the Subject Site and require an RI Coastal Resources Management Council (CRMC) permit, please submit a Preliminary Determination (PD) including coastal feature verification issued by the CRMC pursuant to the CRMC Coastal Zone Management Program.
	b.	Coastal Feature Verification – For projects with coastal features located on the Subject Site, please provide documentation from CRMC that the delineated coastal feature(s) identified within the Site Plan Set have been verified.
Utility Information		
19		Public Sewer Service Confirmation - For projects proposing service by public sewer, please provide of a written statement from the Town Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which includes:
	a.	Approval of connection to the existing sewer main as depicted on the plan; and
	b.	If extension is proposed, approval of extension of the sewer main as depicted on the plan
Onsite Wastewater Treatment System (OWTS) Information - For projects proposing wastewater service by individual Onsite Wastewater Treatment Systems (OWTS) please provide:		
20	a.	OWTS Soil Evaluations - Soil evaluations performed by a licensed RI soil evaluator and witnessed/signed by RIDEM in the relative location where each system is proposed.
	b.	OWTS Permit(s) – Please provide RIDEM permit approvals for each OWTS proposed.
	c.	Sewer Feasibility Study Response – Documentation from the Department of Public Services that a Sewer Feasibility Study has been submitted with confirmation that the proposed OWTS for wastewater service has been approved.
21		Public Water Service Confirmation - For projects proposing service by public water, please provide a written statement from the appropriate water company or district that the proposed plan, with plan revision date indicated, has been reviewed and which includes:
	a.	Confirmation that water service is available;
	b.	Approval of connection to the existing water main as depicted on the plan; and,
	c.	If extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan

<i>Stormwater Information</i>	
22	<u>Stormwater Affidavit</u> - Please provide an affidavit, signed by a professional engineer, stating that no RIDEM stormwater or construction permits are required including justification to support this conclusion, where applicable.
23	<u>Stormwater & General Construction Permits</u> - Please provide RIDEM stormwater or other general construction permits, where applicable.
24	<u>Soil Evaluations</u> – Please provide soil evaluations, located in close proximity to proposed stormwater BMPs, building footprints, and/or OWTS, in order to sufficiently evaluate suitability for development.
25	<u>Drainage Calculations</u> - Please provide drainage calculations, an associated explanatory narrative, and all supporting documentation associated with drainage characteristics of the site and proposed improvements, where applicable.
26	<u>Stormwater Operation & Maintenance Plan or Manual</u> – For BMPs proposed in a shared-ownership configuration or BMPs effecting multiple parcels and/or property owners, please provide a copy of the Operations and Maintenance Plan or Manual for the drainage system, where applicable.
27	<u>Draft Legal Maintenance Agreements</u> – For BMPs proposed in a shared-ownership configuration or BMPs effecting multiple parcels and/or property owners, please provide draft legal maintenance agreements, where applicable.
<i>Physical Access & Traffic Information</i>	
28	<u>Physical Alteration Permit (PAP), RIDOT</u> - For projects proposing new or modified physical access to a State right-of-way, please submit the RIDOT Physical Alteration Permit (PAP) for the proposed curb cut improvement, a letter from RIDOT evidencing the issuance of a State PAP upon the submission of proof of bonding and insurance, or correspondence from RIDOT that a PAP is NOT required.
29	<u>Physical Alteration Permit (PAP), Town of South Kingstown</u> - For projects proposing new or modified physical access to a Town right-of-way, please submit a Physical Alteration Permit (PAP) from the Town of South Kingstown Department of Public Services (DPS) for the proposed curb cut improvements, a letter from DPS evidencing the issuance of a Town PAP upon the submission of proof of bonding and insurance, or correspondence from DPS that a PAP is NOT required.
30	<u>Traffic Study/Traffic Impact Analysis</u> - Please include a Traffic Impact Analysis or Traffic Study prepared by a professional traffic engineer, if required or otherwise necessary, that analyzes the potential impact of the proposed development on neighboring properties and roads; include all means of vehicular access to and from the site onto public streets showing driveways, curb cuts, radii, parking as well as other offsite traffic improvements necessary to ensure public safety and convenience.
31	<u>Other Permits and/or Approvals</u> - Please provide any other required, current permits and/or approvals from federal, state, or local agencies as required and identified within the associated affidavit provided by the professional engineer
<i>Affordability Documentation</i>	
32	<u>Monitoring Services Agreement</u> – Please provide a current monitoring services agreement or commitment with an acceptable housing agency that will be monitoring the placement and occupancy of low- to moderate-income owners and/or tenants.
33	<u>Affordability Restrictions</u> – Please provide draft deed restrictions limiting the occupancy of any low- to moderate-income housing parcels/units
<i>Draft Legal Documents</i>	
34	<u>Legal Descriptions</u> – Please provide draft legal descriptions of all proposed lots, including proposed easements and rights-of-way, conveyances and/or dedications.

35	<u>Homeowners Association Documentation</u> – Please provide copies of legal documents outlining the composition and responsibility of any proposed Homeowner’s Association, including an outline of maintenance responsibilities (<i>i.e.</i> , infrastructure, open space, etc.), where applicable
36	<u>Management Plans</u> – Please provide any management and/or maintenance plans (<i>i.e.</i> , Landscape Maintenance Plans, Open Space Management Plans, etc.), where applicable
37	<u>Open Space Covenants</u> – Please provide draft legal open space covenants associated with any project where open space is proposed or otherwise required
38	<u>Irrevocable Offers of Conveyance</u> – Please provide draft copies of any irrevocable offers to convey to the Town any proposed public streets and/or other public improvements, if proposed, including metes and bounds descriptions
<i>Subject Sites with Known Contamination (where applicable)</i>	
39	<u>Contaminated Site Information</u> - For properties that are assumed or confirmed to be contaminated, please provide a Site Investigation Report, Remedial Action Work Plan, or Remedial Action Closure Report approval from RIDEM describing the contaminated nature of the Subject Site.
40	<u>Land Use Restrictions</u> - Please provide any Environmental Land Use Restrictions (ELUR) or other documents associated with remedial activities that restrict or limit development or use on the Subject Site.