

ADMINISTRATIVE SUBDIVISION 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
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
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 existing utility services (water, wastewater, electric, gas, communication transmission lines, etc.) servicing the Subject Site

III. EXISTING CONDITIONS PLAN REQUIREMENTS

Existing Development Characteristics

1		Existing parcel boundary information for all lots associated with and adjacent to the Subject Site
2		Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls, on the Subject Site
3		Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the Subject Site
4		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
5		Location, width, classification, and names of existing public, private, and paper streets adjacent to the Subject Site
6		Approximate Location, size, and type of all known, existing above and below ground utilities, including 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
7		Zoning District(s) and Overlay Districts with zoning boundary lines shown if there is more than one district
8		District Dimensional Regulations of the Subject Site
9		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)

Natural Characteristics

10		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
11		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"
12		Existing topographic contours at intervals at a minimum of five (5) feet
13		Approximate 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>Existing Conditions Plan Certification</i>		
14		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		
<i>Existing Site Characteristics</i>		
1		Existing lot lines of the Subject Site with accurate dimensions and lot areas, drawn to distinguish them from proposed property lines
2		Location, width, classification, and names of existing public, private, and paper streets adjacent to the Subject Site
3		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”
4		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
5		Approximate 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>		
6		Proposed lot lines of the Subject Site with accurate dimensions and lot areas, drawn to distinguish them from existing property lines
7		Proposed lot areas of the Subject Site, including areas to be conveyed or changed
8		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 to distinguish them from other features
<i>Existing Utilities</i>		
9		Approximate location, size, and type of all above ground and underground utilities servicing the Subject Site, including wastewater, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be required
<i>Miscellaneous</i>		
10		Locations and types of proposed survey monumentation
<i>Proposed Conditions Plan Certification</i>		
11		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
V. ATTACHMENTS		
<i>General Information</i>		
1		Owner Authorization Affidavits - Please provide completed Owner Authorization Affidavits for <u>each owner</u> of <u>each parcel</u> associated with the proposed Subject Site
2	Narrative Report – 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;

3	<p>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</p>
4	<p>Site Plan Set – Please provide a Site Plan Set completed in accordance with Sections I through V outlined above</p>
5	<p>Dimensional Modification Approval – Please provide the Dimensional Modification Approval issued by the Building & Zoning Official associated with this project, when applicable.</p>
<p>Wetland Information</p>	
6	<p>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.</p>
7	<p><i>For projects with freshwater wetland jurisdictional areas on or extending onto the Subject Site, please provide, where applicable:</i></p>
7	<p>Wetland Edge Verification – Please provide documentation from RIDEM that the delineated wetland edge(s) identified within the Site Plan Set have been verified, when wetlands are located on or within the Subject Site.</p>
<p>Coastal Information</p>	
8	<p>Professional Coastal Area Affidavit – If no CRMC 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, as defined within the CRMC Coastal Zone Management Act.</p>
9	<p><i>For projects with coastal features located on or extending into the Subject Site, please provide:</i></p> <p>Coastal Feature Verification – If coastal features are located on or extend into the Subject Site, please provide documentation from CRMC that the delineated coastal feature(s) identified within the Site Plan Set have been verified.</p>
<p>Physical Access & Traffic Information</p>	
10	<p>Physical Alteration Permit (PAP), RIDOT - 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.</p>
11	<p>Physical Alteration Permit (PAP), Town of South Kingstown - 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.</p>
<p>Draft Legal Documents</p>	
12	<p>Draft Legal Descriptions – Please provide draft legal descriptions of all proposed lots, including proposed easements and rights-of-way, conveyances and/or dedications.</p>