

PREAPPLICATION CONCEPT PLAN

CHECKLIST REQUIREMENTS

MAJOR PROJECTS (SUBDIVISION AND LAND DEVELOPMENT)



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 three (3) 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
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	Table of Contents listing the names and sheet numbers of all sheets contained in the plan set	
Notations		
2	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	

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	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
3		Notation as to the type of wastewater service proposed
4		Notation as to the type of potable water service proposed
5		Notation as to any other utility services (electric, gas, communication transmission lines, etc.) proposed
III. EXISTING CONDITIONS PLAN REQUIREMENTS		
<i>Existing Development Characteristics</i>		
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		Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls, on the Subject Site
3		Location, width, classification, and names of existing public, private, and paper streets within and adjacent to the Subject Site
4		Zoning District(s) and Overlay Districts with zoning boundary lines shown if there is more than one district
5		District Dimensional Regulations of the Subject Site
6		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)
<i>Natural Site Characteristics</i>		
7		Approximate boundaries of wetlands and/or coastal features and associated wetland and coastal jurisdictional areas on or adjacent to the Subject Site and approximate total areas of each, if known
8		Existing topographic contours at intervals at a minimum of five (5) feet
9		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)
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 within and adjacent to the Subject Site

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3		Approximate boundaries of wetlands and/or coastal features and associated wetland and coastal jurisdictional areas on or adjacent to the Subject Site, and approximate total wetland area, if known
4		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)
Proposed Site Characteristics		
5		Proposed number of new lots or units
6		Proposed lot lines of the Subject Site with accurate dimensions and lot areas, drawn to distinguish them from existing property lines
Proposed Improvements		
7		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
8		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
9		Proposed phasing, including a depiction of which structures and/or on- and off-site improvements are to be constructed in which phase, if applicable
Proposed Utilities		
10		Approximate 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
<u>V. ATTACHMENTS</u>		
General Information		
1		Owner Authorization Affidavits - Please provide completed Owner Authorization Affidavits for <u>each owner of 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), type(s) and density of the project proposed;
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.