

CONCEPTUAL MASTER 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	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 as to whether any proposed street extension or creation is anticipated to be private or public
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 five (5) 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)
Existing Conditions Plan Certification	
16	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	Existing lot lines of the Subject Site with accurate dimensions and lot areas, drawn to distinguish them from proposed 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)
Proposed Site Characteristics	
7	Proposed lot lines of the Subject Site with accurate dimensions and lot areas, drawn to distinguish them from existing 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 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
Proposed Improvements		
11		Approximate footprints of structures, including accessory structures, proposed number of units per building, and approximate dimensional calculations, including building coverage
12		Proposed streets and street names, if any, with approximate dimensions and notation if they are anticipated to be private or public.
13		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
14		Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable
15	For FDRPs, the location of proposed:	
	a.	Building footprints
	b.	Driveways and parking areas
Proposed Utilities		
16		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
Proposed Stormwater Details		
17		Approximate location and general concept of all proposed stormwater management infrastructure completed by a Registered Professional Engineer
Proposed Affordable Units (where applicable)		
18		Identification of units anticipated to be deed-restricted affordable, as required
Proposed Conditions Plan Certification		
19		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. YIELD PLAN REQUIREMENTS <i>(required for all Flexible Frontage Subdivisions and Flexible Design Residential Projects [FDRPs])</i>		
1		Existing lot lines of the Subject Site with accurate dimensions and lot areas, drawn to distinguish them from proposed property lines
2		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”
3		Proposed lot lines depicting the maximum development density of the Subject Site under conventional zoning and subdivision requirements, with accurate dimensions and lot areas, and drawn to distinguish them from existing property lines. The yield plan shall reflect a design that does not require any waivers, variances or special use permits and that accounts for all environmental, natural and man-made physical constraints to development, including but not limited to wetlands, topography, groundwater characteristics, view sheds, land unsuitable for development and existing improvements

4	Proposed number of buildable lots or units based on density calculations that exclude unsuitable land from the total land area of the Subject Site, including the total acreage of the Subject Site, the acreage of unsuitable land, and the resulting total of number of units allowed by right.
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	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
7	Proposed streets, with accurate areas and dimensions, designed in compliance with the Subdivision and Land Development Regulation Street Design Standards, as may be necessary to provide access to the Subject Site and/or required frontage for each buildable lot
8	Demonstration that each developable lot would have permanent and adequate physical access to a public street
9	Accurate location, type, and design capacity for each existing and/or proposed OWTS on the Subject Site, if applicable
10	Location (including delineation of a 100' radii) of all existing and proposed private wells on the Subject Site, if applicable

Yield Plan Certification

Certification by a RI Registered Land Surveyor that:	
11	a. The Yield Plan has been completed using a perimeter survey of the Subject Site, completed to Class I standards for horizontal accuracy and Class III standards for vertical accuracy of topographic and existing conditions information, or Certification by a RI Registered Professional Engineer that the Yield Plan is based on the survey information and certification provided within the Existing Conditions Plan; and
	b. The Yield Plan demonstrates the maximum density (maximum number of lots or units), as allowed and outlined within the Zoning Ordinance and Subdivision and Land Development Regulations, taking into account all environmental, natural and man-made physical constraints to development, including but not limited to wetlands, topography, groundwater characteristics, view sheds and existing improvements. The Yield Plan meets all conventional zoning and subdivision requirements and does not require any waivers, variances or special use permits.

VI. ATTACHMENTS

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) 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
Wetland Information		
6		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.
For projects with freshwater wetland jurisdictional areas on or extending onto the Subject Site, please provide at least one of the following, as applicable:		
7	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.
Coastal Information		
8		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:		
9	a.	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.
	b.	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.

<i>Utility Information</i>	
10	Public Sewer Service Confirmation - For projects proposing service by public sewer, please provide a written statement from the Town Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
	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
11	Onsite Wastewater Treatment System (OWTS) Information - For projects proposing wastewater service by individual Onsite Wastewater Treatment Systems (OWTS), please provide:
	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. Response to Sewer Feasibility Study – For projects that are located within the Town of South Kingstown’s Future Sewer Service Area and proposing wastewater service by individual OWTS, please provide a written confirmation from the Department of Public Services that the Sewer Feasibility Study has been reviewed and confirms that the proposed OWTS use within the Future Sewer Service Area is justified and appropriate
12	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 provides:
	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>	
13	Stormwater Affidavit - Please provide an affidavit, signed by a professional engineer, stating that an RIDEM stormwater or construction permit is, or is not, anticipated to be required including analysis and/or justification to support this conclusion.
14	Soil Evaluations – 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.
<i>Physical Access & Traffic Information</i>	
15	Physical Alteration Permit (PAP) Affidavit – Please provide an affidavit, signed by a professional engineer, stating that a Physical Alteration Permit (PAP) from RIDOT or the Town of South Kingstown is, or is not, anticipated to be required including analysis and/or justification to support this conclusion.
16	Other Permits and/or Approvals Affidavit - Please provide an affidavit, signed by a professional engineer, identifying all other permits or approvals required for this project, in addition to those noted above, from federal, state, or local agencies, or stating that no other permits or approvals are required
<i>Subject Sites with Known Contamination (where applicable)</i>	
17	Contaminated Site Information - For properties that are assumed or confirmed to be contaminated, please include the Site Investigation Report, Remedial Action Work Plan, or Remedial Action Closure Report approval from RIDEM describing the contaminated nature of the Subject Site.
18	Land Use Restrictions - 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.