

FORM 3

CHECKLIST

MAJOR SUBDIVISION AND MAJOR LAND DEVELOPMENT PLAN

Materials and information required for pre-application meeting(s), master, preliminary and final plan review. Specific items may be waived by the Planning Board on the recommendation of the Administrative Officer.

A. PRE-APPLICATION MEETING(S)

The applicant shall submit for the approval of the Administrative Officer at least three (3) copies of conceptual plans. The scale of all plans shall be sufficient to clearly show all of the information required and shall be subject to the approval of the Administrative Officer. Additionally, the applicant shall submit eight (8) copies of all plans reduced to 11" x 17".

At a minimum, the following information shall be provided:

1. Name of the proposed development.
2. Name and address of property owner and applicant.
3. Date of plan, with revision dates, if any.
4. Graphic scale, true north arrow and vicinity locus map.
5. Plat and lot numbers of the parcel being subdivided, with identification of zoning district(s).
6. A separate listing, in or attached to the legend of the plan, of all streets and roads on which the subject property abuts.
7. Perimeter boundary lines, drawn to distinguish them from other property lines.
8. An aerial photograph of the proposed subdivision and surrounding area (available through GIS).
9. A soils map of the subdivision parcel and surrounding area (available through GIS) and a general analysis of soil types and suitability for development.
10. All existing property lines.

- 11. All proposed property lines.
- 12. Location of existing and proposed streets, roads, private lanes, pedestrian paths or walkways, right-of-way, utilities, easements, stone walls and other significant features.
- 13. Proposals, if any, for connection with public water and sewer systems.
- 14. Location of ponds, wetlands and coastal features (if any), cemeteries and sites of historic and archeological importance.
- 15. Approximate topography.
- 16. Location and size (building envelope) of existing and proposed buildings and other structures.
- 17. Notation of any existing or proposed deed restrictions, including those related to land being proposed as open space.
- 18. An estimate of the population of the proposed subdivision, including school age children.
- 19. A narrative report providing a general description of the existing physical environment and existing uses of the property along with a general description of the uses and type of development proposed by the applicant.
- 20. Filling Fee.
- 21. For a Major Residential Development (Cluster) the applicant must supply a sketch of a conventional plan showing division in compliance with the dimensional standards of Article 3 the Zoning Ordinance.

B. CHECKLIST REQUIREMENTS FOR MASTER PLAN

The Applicant shall submit to the Administrative Officer at least three (3) sets of blueline or photocopies of master plan maps no larger than 24" x 36", together with eight (8) reduced size copies measuring 11" x 17". Master Plan maps shall reflect any changes resulting from the pre-application meetings and shall be certified (stamped) by a Registered Professional Engineer and a Registered Professional Land Surveyor. Information shall, at a minimum, include:

1. Items 1 through 21 required for pre-application meeting(s).
2. A radius map showing all properties within 200 feet of the land being subdivided and the locations of all structures within 200 feet of the property lines.
3. Total acreage and buildable land calculations for each proposed building lot.
4. Location, dimension and area of any land proposed to be set aside as open space.
5. Base flood elevation data (where applicable).
6. Existing topography with minimum contour intervals of two (2) feet.
7. Grading plan in sufficient detail to show proposed contours for all grading proposed for street construction, drainage facilities and grading upon individual lots.
8. Proposed drainage plan and surface runoff calculations.
9. A landscaping Plan and Open Space Use Plan.
10. Proposed utilities plan, including sewer, water, electric, phone, cable TV, as applicable.
11. If requested by the Planning Board, a clipboard model may be required to be available at public informational meeting on the Master Plan. The model shall be built at a scale of 1" = 40' and should show all buildings and improvements, together with vegetation, walls, roadways, ponds, wetlands and other natural features. Accurate two (2') foot contours must be shown.
12. Written confirmation by the Director of Public Works that adequate public water and sewer service will be available.
13. If Individual Sewage Disposal Systems are proposed, confirmation from the State

Department of Environmental Management that the soils are adequate for the use of ISDS evidenced by water table verification. Also, a determination by RI DEM that there will be no significant alteration of any wetlands.

- 14. A Preliminary Determination from the Coastal Resources Management Council, if applicable.
- 15. A comprehensive Fiscal Impact Statement estimating tax revenues to the Town together with probable demand for additional local government services (water, sewer, transfer, facility, public safety) and other economic factors such as new employment opportunities, when requested by the Planning Board.
- 16. A comprehensive Environmental Impact Statement detailing the likely impact of the development on groundwater, surface runoff, erosion, viewshed and scenic landscape values, traffic and public safety, when requested by the Planning Board.
- 17. Written comments from the Technical Review Committee (provided by the Administrative Officer).
- 18. Initial comments from other local agencies: Town Manager, Public Works Director, Building Official, Block Island Power Company, Conservation Commission, Historic District Commission , Police Department, Fire Department and Town Solicitor.
- 19. Filing Fee.

C. CHECKLIST REQUIREMENTS FOR PRELIMINARY PLAN

- 1. All items 1 through 19 required for Master Plan, amended to reflect conditions of Master Plan approval following the public informational meeting.
- 2. The names and addresses of all abutting property owners. Copies of return receipts for certified mail notices must be supplied prior to the Public Hearing.
- 3. Final comments by the Technical Review Committee and all relevant local, state and federal agencies, boards and commissions.
- 4. Either of the following:
 - a) A letter to the Planning Board stating the subdivider's intent to complete all required improvements prior to recording;
 - b) A letter to the Planning Board requesting that security sufficient to cover the costs of required improvements be established by the Board.
- 5. Filing Fee.
- 6. A written request for any required waivers or modifications which shall include: the specific regulations from which relief is being sought; the reasons for the requested waivers or modifications; demonstration that the requests, if granted, are in the best interest of good planning practice and/or design and are consistent with the Comprehensive Plan and Zoning Ordinance.
- 7. Initial draft copies of all legal documents proposed to implement the plan, including all easements, rights-of-way, dedications, covenants and restrictions, homeowners associations, and maintenance agreements.
- 8. Written comments or advisories from the Historic District Commission and Conservation Commission, if applicable.

D. REQUIREMENTS FOR FINAL PLAN APPROVAL

- 1. All items 1 through 8 required for Preliminary Plan approval, together with one (1) permanent, indelible, nonerasable mylar for recording.
- 2. Three (3) blue-line or photocopies of final construction plans for all subdivision elements and improvements, no larger than 24" x 36", amended to reflect any conditions of approval by the Planning Board following Public Hearing, certified (stamped) by a Registered Professional Engineer, together with six (6) 11" x 17" reductions.
- 3. Erosion and sediment control plan.
- 4. Certificate from the Tax Collector that all taxes have been paid and there are no municipal liens on the property.
- 5. A performance bond or other financial guarantees (if applicable).
- 6. Deed transferring land proposed for dedication to the Town or other qualified group or agency for open space purposes.
- 7. Signed copies of all legal documents describing a Homeowners' Association, easements, rights-of-way, dedications, covenants and restrictions, and maintenance agreements.
- 8. Payments of final recording fees and posting of financial guarantees, if required, prior to final endorsement by the Planning Board and the recording of final plans.