



Town of Gloucester, RI

For Minor Subdivisions/Land Development/Development Plan Review Projects Checklist

Name of proposed subdivision/development: _____

Preparer: _____

Phone Number: _____

Email: _____

Date of Application: _____

Plat and Lot Number(s) of the land being subdivided/developed: _____

_____ Date Received / Initials

A COPY OF ALL PLANS AND SUPPORTING DOCUMENTS SHALL BE SUBMITTED IN DIGITAL FORM (PDF). APPLICATIONS WILL NOT BE CONSIDERED SUBMITTED FOR REVIEW OF COMPLETENESS UNTIL BOTH DIGITAL AND PAPER SUBMISSIONS ARE RECEIVED.

INSTRUCTIONS

Please refer to the submission requirements below for Minor Subdivision/Land Development projects when completing your application. All plans required by this checklist shall show the following information (as applicable). The shaded boxes within the checklist indicate an item is **not** required at a particular stage of review. If any checklist items are marked as not applicable (NA) please provide an explanation as to why the item is not applicable in the space provided at the end of each section of the checklist.

For the LOCATION column please provide the location of the specific checklist item. This can be a plan sheet number or the name of the supporting document and page.

For items required at the pre-application stage of review, conceptual design and approximate locations of required checklist items is generally acceptable. For items required at the preliminary and final stage of review, engineered design and proposed final locations of required checklist items shall be provided, with certification by registered Professional Engineer where required. The Administrative Officer can provide further guidance on specific checklist items.

*Review Codes are for administrative use only and are to be entered by the Administrative Officer: **Item Confirmed – Yes, No, Partial, or NA***

Please check the applicable stage of review for the submission

Project Type: ☐ Minor Subdivision ☐ Minor Land Development	Stage of Review: ☐ Pre-Application (PA) ☐ Preliminary Plan (PR) ☐ Final Plan (F)
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A. FORMS AND DOCUMENTS

A	PA	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.				Completed Project Review Application – 10 copies (For Final Plan only 1 copy required).	
2.				Completed Owner Authorization Form (one for each owner) – 10 copies of each form (For Final Plan only 1 copy of each form is required).	
3.				Completed Project Team Form – 1 copy.	
4.				Pre-Application Review Plan or Preliminary Plan as indicated in Sections B, C and D below (minimum size 24" x 36") – 10 copies. For Final Plan, as indicated in Sections B, C and D below (minimum size 24" x 36") – 2 copies.	
5.				Supporting Materials as indicated in Section E below (maps - minimum size 24" x 36") – 10 copies. For Final Plan only 1 copy.	
6.					
Checklist Item #		Applicant Comments on Required Forms/Documents:			
Checklist Item #		Reviewer Comments on Required Forms/Documents:			

B. Map Information (*to be provided on plan sheets)

Each map included in the review for any subdivision/development shall contain the following information:

B	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Title block containing the title of the proposed development and Assessor's Plant and Lot information.		
2.				Name of the proposed development.		
3.				Address or location of the proposed development or subdivision.		
4.				Name and address of the applicant(s).		
5.				Name and address of the owners of all property involved in the subdivision/development.		
6.				Name, address and phone number of preparer of the plan.		

B	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
7.				Date of plan preparation, with revision dates, if any.		
8.				Graphic scale		
9.				North Arrow		
10.				Assessor's plat and lot number(s) of the parcels being subdivided/developed.		
11.				Relevant references to deed and recorded plan(s), if any.		
12.				Area of subdivision/development parcel(s).		
13.				Stamp of the Rhode Island Registered Engineer and/or Registered Land Surveyor responsible for the plans.		
14.				Legend showing all symbols.		
15.				List of sheets contained within the plan set.		
16.				Zoning district(s) of the parcels being subdivided/developed. If more than one district, zoning boundary lines must be shown.		
17.				Perimeter boundary lines of the subdivision/development, drawn so as to distinguish them from other property lines, with dimensions and angles indicated.		
18.				Location, width and names of existing public and private streets within and immediately adjacent to the subdivision/development parcel.		
19.				Plat and lot numbers of all abutting property and property immediately across any public or private streets from the subdivision/development parcel(s).		
20.				Names of abutting property owners and property owners immediately across any adjacent public or private streets from the subdivision/development parcel(s).		
21.				Location of wetlands and watercourses on the subdivision/development parcel(s) and parcels adjacent to and extending into the subdivision/development parcels, if any, and associated buffers as defined by RIDEM. For Pre-Application Review Plan only approximate locations or wetland, watercourse and buffer are required. For Preliminary Plan only any wetlands should be flagged by a certified wetlands biologist and wetland edge verification by RIDEM is required.		
22.				Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the subdivision/development parcel(s), including base flood elevation data for applicable zones. Base flood		

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				elevation data shall reference the North American Vertical Datum of 1988 (NAVD 88).		
23.				Historic Cemeteries within the subdivision/development parcel with required 25 foot buffer area.		
24.				Notation of permits/agreements obtained from State and Federal agencies including a permit number is applicable.		
25.				Certification by a RI Registered Land Surveyor, including wet stamp, that a perimeter survey of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information.		
26.						
Checklist Item #				Applicant Comments on Required Items:		
Checklist Item #				Reviewer Comments on Required Items:		

C. EXISTING CONDITIONS PLAN(S)

C	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Inset locus map.		
2.				Approximate location of all existing easements and rights of way within or adjacent to the subdivision/development parcel(s).		
3.				Dimensional regulations of the subject parcel.		
4.				Dimensions and total area of the subject parcel.		
5.				Location of all existing easements, rights of way, and paper streets within or adjacent to the development parcel(s) with a notation of the book and Page reference to the Gloucester Land Evidence Records.		
6.				Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such.		

C	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
7.				Notation of existing ground cover with approximate locations of any existing wooded areas.		
8.				Existing topography with minimum ten foot contour lines.		
9.				Location of any existing streets, driveways, farm roads, woods roads and/or trails that have been in private or public use.		
10.				Location and size of all existing buildings, structures, utilities and other improvements within the subdivision/development parcel(s), including septic systems and wells. (Approximate location for Pre-Application Review Plan only).		
11.				Location of any unique features present on the site, including but not limited to historic cemeteries, stone walls, archaeologically significant sites, specimen trees and/or National/Local Register of Historic Places sites or districts. (Approximate location for Pre-Application Review Plan only).		
12.				Notation indicating that the subdivision/development parcel(s) are located or not located within the following areas of special concern: • Natural Heritage Areas, as defined by RIDEM • Wellhead protection areas for public or community drinking water wells • Scituate Reservoir Watershed		
13.				Location of steep slopes in excess of 20%. (Approximate location for Pre-Application Review Plan only).		
14.				Soils map of the subdivision/development parcel(s).		
15.				Boundaries and notation of the soil types classifications for the entire area of the development parcel(s) as identified by the most recent USDA RI Soil Survey.		
16.				Location of prime agricultural soils and farmland soils of statewide importance, or a notation if none are present.		
17.				identification and location of soil contaminants present on the subject parcel, if any.		
18.				Location of existing survey monuments.		
19.						
Checklist Item #				Applicant Comments on Required Items:		

C	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
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D. Proposed Conditions Plan

D	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Proposed number of buildable lots/units.		
2.				Proposed lot lines, with approximate dimensions and lot areas, drawn so as to distinguish them from existing property lines. Approximate lot areas shall indicate total lot area and lot area exclusive of land unsuitable for development. Assign individual lot numbers to each lot (ex. Lot 1, Lot 2, etc.).		
3.				Proposed building setback lines and street lines with dimensions.		
4.				For Pre-Application Plan Review include Proposed density calculations. For Preliminary and Final Plan Review include density calculations based on the exclusion of unsuitable land, including total acreage, acreage of unsuitable land, and resulting number of units allowed by right.		
5.				Proposed structures including proposed uses, square footage and dimensions.		
6.				Proposed parking areas with approximate number of spaces.		
7.				Conceptual proposed streets, if any, with approximate areas and dimensions.		
8.				Notation of the type and location of utilities proposed to service the property, including wastewater, water, electric, stormwater drainage and communications or telecommunications infrastructure as may be required for site development.		
9.				Approximate location, dimension and anticipated use of any area(s) proposed to be set aside as open space.		
10.				Approximate locations and types of proposed stormwater management infrastructure.		
11.				Boundaries and total area of any land classified as "land unsuitable for development" as defined by the Zoning Ordinance.		

D	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
12.				Proposed easements and rights of way within the development parcel(s), or those to be acquired adjacent to the development parcel(s) as may be necessary.		
13.				Proposed lot lines, with accurate dimensions, angles and lot areas, drawn so as to distinguish them from existing property lines. Accurate lot areas shall indicate total lot area and lot area exclusive of land unsuitable for development.		
14.				Assign record numbers to all new lots such as Parcel A, Parcel B, or Lot 1, Lot 2, Lot 3 etc.		
15.				Building setback lines and street lines with dimensions.		
16.				Proposed buildings and structures including proposed uses, square footage and dimensions and total lot coverage.		
17.				Location, dimension, total area, and proposed use of open space, if any.		
18.				Full right of way profile including roadway/driveway design, existing and proposed elevations and locations of proposed utility infrastructure, sidewalks, landscaping, bike paths, etc.		
19.				Proposed location, size and type of utilities proposed to service the property, including wastewater, water, electric, stormwater drainage, fire suppression and communications or telecommunications infrastructure as may be required for site development.		
20.				Location of soil evaluations on each lot, which have been performed by a licensed soil evaluator and obtained RIDEM concurrence, indicating an OWTS system would be permitted within the boundaries of each developable lot. If available and applicable, supply location and design details of any on-site wastewater treatment systems proposed for use within the development.		
21.				Stormwater management plan that includes locations and types of proposed stormwater management infrastructure, drainage calculations, extension of existing lines, and configuration, and prepared by a Registered Professional Engineer.		
22.				Grading plan to show proposed contours at 10 foot intervals for all grading proposed for construction, drainage and upon individual lots, if necessary. If blasting is proposed, it must be stated on the plans.		
23.				Location of proposed survey monuments (granite bounds preferred for roadways).		

D	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
24.				Landscaping plan to show significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, within common areas and upon individual lots (if part of proposed improvements).		
25.				Location and dimensions of signage, if proposed.		
26.				Proposed on- and/or off-street improvements, including streets, access drives, parking areas, sidewalks, etc.		
27.				Soil erosion and sediment control plans.		
28.				Location, type, intensity, and direction of illumination of all outdoor lighting fixtures, as applicable.		
29.				Any revisions to the proposed conditions required by the Preliminary Plan approval.		
30.				Notation of any special conditions as required by the Preliminary Plan approval.		
31.				Notation of any special conditions as required by the Zoning Board of Review, if applicable.		
32.				Certification by a registered professional engineer that the plan is correct.		
33.						
Checklist Item #				Applicant Comments on Required Items:		
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E. Supporting Materials

E	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Aerial photograph of the development parcel(s).		
2.				Vicinity Map drawn to scale to show that area within ½ mile of the development parcel(s), identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations and other significant public facilities.		
3.				Provide renderings, elevations, or photographs as may be requested to illustrate the visual impact of the proposal.		
4.				Narrative report or written statement (10 copies). For the Pre-Application Review Plan include items 5 through 9 below. For Preliminary Plan Review include items 5 through 15 below.		
5.				General description of the use(s) and type(s) of development proposed.		
6.				General statement that illustrates the approach utilized in designing the proposed subdivision/development, including consideration of existing conditions and significant site features.		
7.				Itemized tally of total land unsuitable for development as defined in the Zoning Ordinance including: • Wetlands (it is not necessary to have wetland edges verified by RIDEM at this stage) • Wetland buffers • Waterbodies • Existing or proposed streets or rights-of-way, public or private • Land within any publicly or privately held easement in which above or below ground utilities are existing or proposed, including but not limited to electric transmission lines less than 69 kilovolts, drainage easements or easements for access, public access or scenic area. • Historic cemeteries • Areas of steep slope in excess of 20% • Land located within special flood hazard areas		
8.				If applicable, list of required special use permits and/or variance(s) being requested under Unified Development Review as shown on proposed plan.		
9.				If applicable, list of necessary waivers or modifications from the Subdivision Regulations as shown on the proposed plan.		
10.				Copies of drainage calculations, associated explanatory narrative, and all supporting documentation including an Operations and Maintenance manual.		

E	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
11.				Traffic study performed by a RI Licensed Engineer, as applicable.		
12.				Utilities plan stamped by a licensed Professional Engineer (note: this is a Preliminary stage requirement and should not be labeled as a final plan requirement).		
13.				Written comments from the appropriate Fire District.		
14.				Draft Homeowner's Association documents approved by the Town Solicitor, if applicable.		
15.				If no freshwater wetlands and/or wetland buffers are present on the development parcel(s), an affidavit signed by a wetlands biologist, a registered professional surveyor or a registered landscape architect stating that there are no freshwater wetlands and/or buffer areas within the development parcel(s).		
16.				RIDEM Wetland Edge Verification.		
17.				Subdivision site suitability certification from RIDEM or soil evaluation approval from RIDEM for on-site wastewater treatment.		
18.				Written confirmation from RIDEM pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed development, including any required off-site construction, have been reviewed, align with the full RIDEM requirements, and indicating that the wetlands regulations either do not apply to the proposed site alteration or that approval has been granted for the proposed site alteration. If no freshwater wetlands and/or wetland buffers are present on the development parcel(s), an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision/development parcel(s).		
19.				Copies of all State permits		
20.				Evidence from the Tax Collector that all Town taxes due on the land have been paid to date and that there are no outstanding tax liens on the land.		
21.				Copy of deed or title to the subject parcel, if requested by the Town.		
22.				Metes and bounds descriptions and warranty deeds for all proposed public roadways and/or lands proposed to be dedicated to the Town for open space purposes.		
23.				A physical alteration permit issued by the RI Department of Transportation for any connection to or construction work within a state highway or right of way.		

E	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
24.				Payment of all outstanding fees related to Preliminary Plan review.		
25.						
Checklist Item #				Applicant Comments on Required Items:		
Checklist Item #				Reviewer Comments on Required Items:		

F. Yield Plan (Conservation Subdivisions and any development proposing a density in excess of the underlying zoning only)

Applicants proposing conservation subdivisions and development proposing a density in excess of the underlying zoning shall submit a Yield Plan demonstrating the maximum number of lots/units that would be allowed under the conventional zoning and/or subdivision requirements, taking into account all environmental, natural and man-made physical constraints to development. The Yield Plan shall comply with the dimensional requirements of the zoning district in which it is located, and shall accurately depict the following information:

F	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				For single family development, illustrate maximum number of single-family building lots that would reasonably be expected to be developed as a conventional subdivision upon the parcel.		
2.				For all other development, illustrate the maximum number of units that would be reasonably be expected to be developed using the permitted density upon the parcel.		
3.				Illustrate proposed streets, lots, rights-of-way, and land unsuitable for development.		
4.				Boundaries and total area of any land classified as "land unsuitable for development" as defined by the Zoning Ordinance.		
5.				Number of buildable lots/number of units.		
6.				Lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines.		
7.				Streets, with accurate areas and dimensions, designed in compliance with the Subdivision Regulations' public design and		

F	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				improvement standards, as may be necessary to provide the required frontage for each buildable lot.		
8.				Demonstration that each developable lot would have permanent and adequate physical access to a public street.		
9.				Location of soil evaluations on each lot, which have been performed by a licensed soil evaluator and obtained RIDEM concurrence, indicating an OWTS system would be permitted within the boundaries of each developable lot or sufficient to service each residential unit.		
10.						
Checklist Item #				Applicant Comments on Required Items:		
Checklist Item #				Reviewer Comments on Required Items:		

G. Developments with public or private street/access creation or extension only

G	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Limits of disturbance relative to road and/or infrastructure installation.		
2.				Grading plan to show proposed contours at ten foot intervals for all grading proposed for roadway construction. If blasting is proposed, it must be stated on the plans.		
3.				Soil erosion and sediment control plan.		
4.				Stormwater management plan to show accurate designs and details of proposed stormwater management infrastructure, including type, location and configuration, prepared by a Registered Rhode Island Professional Engineer.		
5.				Landscape plan to show landscaping on street rights-of-way.		
6.				All utility and site improvement related details, including those related to the installation of streets, sidewalks, drainage systems,		

G	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				fire suppression and utility infrastructure within the road right of way.		
7.				Drainage calculation, associated explanatory narrative and all supporting documentation, including an Operations and Maintenance manual for the roadway system.		
8.				A letter stating the intent of the applicant to complete the required improvements prior to final plan approval or a letter requesting that a financial guarantee sufficient to cover the cost of the required improvements be set by the Planning Board. If the financial guarantee is requested, two different itemized (2) construction cost estimates for the required improvements are required.		
9.				Proposed name of newly created street and notation if roadway is public or private.		
10.				A list of names and addresses of all property owners within 200 feet of the parcel perimeter.		
11.				Certification from the Director of Public Works that the applicant has completed the required improvements or security sufficient to cover the cost of the required improvements as set by the Planning Board.		
12.				If the street is private, Homeowner's Association documents approved by the Town Solicitor are required.		
13.						
Checklist Item #				Applicant Comments on Required Items:		
Checklist Item #				Reviewer Comments on Required Items:		

H. Commercial and Multi-family development (includes attached single-family dwellings and higher) only

H	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Location of parking spaces and loading areas, driveways, walkways, points of access and egress, traffic safety devices and general circulation patterns.		
2.				Location and description of the proposed wastewater disposal system.		
3.				Location and description of the proposed water supply system.		
4.				Location and description of the proposed solid waste disposal system.		
5.				Landscaping area showing buffer areas, screening, fencing and plantings.		
6.				Proposed name of newly created private way.		
7.				Homeowners association documents approved by the Town Solicitor.		
8.						
Checklist Item #				Applicant Comments on Required Items:		
Checklist Item #				Reviewer Comments on Required Items:		

I. Rural Residential Compounds only

I	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Indicate year lot was created.		
2.				Draft (for Preliminary Plan Review) or Final (for Final Plan Review) deed dedicating the development rights in excess of the minimum underlying zoning of each lot in perpetuity to a land conservation organization, preventing further development.		

I	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
3.				Scale and area of vegetative screening separating common private way and rural residential compound lots from adjacent residentially zoned property and roadway.		
4.				Proposed name of newly created private way.		
5.				A letter stating the intent of the applicant to complete the required improvements prior to final plan approval or a letter requesting that security sufficient to cover the cost of the required improvements be set by the Planning Board. If the financial guarantee is requested, two (2) different itemized construction cost estimates for the required improvements are required.		
6.				Certification from the Director of Public Works that the applicant has completed the required improvements or security sufficient to cover the cost of the required improvements as set by the Planning Board.		
7.				Homeowner's Association documents approved by the Town Solicitor.		
8.						
Checklist Item #				Applicant Comments on Required Items:		
Checklist Item #				Reviewer Comments on Required Items:		

J. Conservation Development or any development proposing open space dedication only

J	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Draft (for Preliminary Plan Review) or Final (for Final Plan Review) deed dedicating the property or development rights of the required open space in perpetuity to a land conservation organization or HOA preventing further development or a draft restriction for recording providing that the open space shall be kept in the authorized condition and shall not be built upon or developed.		

J	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
2.				Draft (for Preliminary Plan Review) or Final (for Final Plan Review) open space management plan specifying the permitted uses, maintenance plan, etc.		
3.				Homeowner's Association documents approved by the Town Solicitor.		
4.						
Checklist Item #				Applicant Comments on Required Items:		
Checklist Item #				Reviewer Comments on Required Items:		

K. Unified Development Plan Review

K	PA	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Modification, variance or special use permit application.		
2.				Modification, variance or special use permit decision.		
3.				A list of names and addresses of all property owners within 200 feet of the parcel perimeter.		
4.						
Checklist Item #				Applicant Comments on Required Items:		
Checklist Item #				Reviewer Comments on Required Items:		

L. Recording (all signed final plans will remain in the custody of the Town prior to recording)

L	PA	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.				Evidence from the Tax Collector that all Town taxes due on the land have been paid to date and that there are no outstanding liens on the land.	
2.				Written confirmation that all required agency approvals have been obtained prior to recording and any additional items required by the Planning Board as conditions of approval have been satisfied/completed.	
3.				Minimum of one (1) mylar map and two (2) paper copies of all plan sheets at a minimum size of 24" x 36".	
4.				Final executed copies of all easements, dedications, deeds, restrictions and/or covenants, including Homeowner's Associate documents, to be recorded with the plans and draft copies of all applicable legal documents including: legal description of property, proposed easements and rights-of-way, dedications, restrictions, covenants, Stormwater Management Plan, Landscaping Maintenance Plan, and a deed conveying open space or offer of street dedication, as applicable.	
5.				A financial guarantee in the form of a letter of credit or funds held in escrow, if required.	
6.					
Checklist Item #			Applicant Comments on Required Forms/Documents:		
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M. FEES

M	PA	PR	F		<i>Received?</i>
1.				Applicable review fee – 1-3 lots with no public improvements - \$100 + \$20 per lot; all other minor subdivisions - \$200 + \$20 per lot	
2.				Applicable review fee -1-3 lots with no public improvements - \$50 + \$20 per lot; all other minor subdivisions - \$100 + \$20 per lot	
3.					

Signature of Applicant: _____

Signature of Professional Land Surveyor /Engineer: _____

Registration Number: _____

Signature of reviewer: _____

Date of Review: _____



Town of Gloucester, RI

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Name of proposed subdivision/development: _____

Preparer: _____

Phone Number: _____

Email: _____

Date of Application: _____

Plat and Lot Number(s) of the land being subdivided/developed: _____

Date Received / Initials

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Please check the applicable stage of review for the submission

Project Type: ☐ Major Subdivision ☐ Major Land Development	Stage of Review: ☐ Pre-Application (PA) ☐ Master Plan (M) ☐ Preliminary Plan (PR) ☐ Final Plan (F)
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A. To initiate the application, the applicant shall submit the following to the Administrative Officer:

A	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.					Completed Project Review Application – 10 copies	
2.					Completed Owner Authorization Form (one for each owner) – 10 copies of each form	
3.					Completed Project Team Form – 1 copy	
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B. Map Information

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1.					Name of the proposed development	
2.					address or location of the proposed development or subdivision	
3.					Name and address of the applicant(s)	
4.					Name and address of the owners of all property involved in the subdivision/development	
5.					Name, address and phone number of preparer of the plan	
6.					Date of plan preparation, with revision dates, if any	
7.					Graphic scale	
8.					North Arrow	
9.					Assessor's plat and lot number(s) of the parcels being subdivided/developed	
10.					Relevant references to deed and recorded Plan(s), is any	
11.					Area of subdivision/development parcel(s)	
12.					Legend showing all symbols	
13.					List of sheets contained within the plan set	
14.					Zoning district(s) of the parcels being subdivided/ developed. If more than one district, zoning boundary lines must be shown	
15.					Perimeter boundary lines of the subdivision/development, drawn so as to distinguish them from other property lines, with dimensions indicated	
16.					Location, width and names of existing public and private streets within and immediately adjacent to the subdivision/development parcel	
17.					Plat and lot numbers of all abutting property and property immediately across any public or private streets from the subdivision/development parcel(s)	

B	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
18.					Names of abutting property owners and property owners immediately across any adjacent public or private streets from the subdivision/development parcel(s)	
19.					Approximate location of wetlands and watercourses perimeters on the subdivision/development parcel(s), if any, and any wetlands located on parcels adjacent to and extending into the subdivision/development, if any and associated buffers as defined by RIDEM. Wetland edge verification by RIDERM is not required at this stage	
20.					Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the subdivision/development parcel(s), including base flood elevation data for applicable zones. Base flood elevation data shall reference the North American Vertical Datum of 1988 (NAVD 88)	
21.					Historic Cemeteries within the subdivision/development parcel with required 25 foot buffer area.	
22.					Title block containing title of development and Assessor's Plat and Lot(s)	
23.					Stamp of the Rhode Island Registered Engineer and/or Registered Land Surveyor responsible for the plans	
24.					Verification of the wetland edge by RIDEM is require	
25.					Certification by a RI Registered Land Surveyor, including wet seal, that a perimeter survey has been performed	
26.					Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable	
27.					Location of wetland and watercourses on the development parcel(s), if any, and on parcels adjacent to and extending into the subdivision/development, if any, and associated buffers as defined by RIDEM. Verification of the wetland edge by RIDEM is required	
28.					Certification by a RI Registered Land Surveyor, including wet stamp, that a perimeter survey of the land and any new lot lines being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information	
29.						
Checklist Item #					Applicant Comments on Required Forms/Documents:	

B	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
Checklist Item #					Reviewer Comments on Required Forms/Documents:	

C. Existing Conditions Plan

C	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.					Inset locus map	
2.					Aerial photograph of the subdivision/development parcel(s)	
3.					Approximate location of all existing easements and rights of way within or adjacent to the subdivision/development parcel(s)	
4.					Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such	
5.					Notation of existing ground cover with approximate locations of any existing wooded areas	
6.					Existing zoning district(s) and boundaries and zoning district dimensional regulations for subject parcel	
7.					Existing topography with minimum ten foot contour lines	
8.					Location of any existing streets, driveways, farm roads, woods roads and/or trails that have been in private or public use	
9.					Location and size of all existing buildings or significant above-ground structures on the proposed subdivision/development parcel(s) and parcels immediately adjacent, including stone walls	
10.					Location, size, and type of all known existing above and below ground utilities, including sewer, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be present on the site or within the right of way along the property frontage	

C	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
11.					Location of any natural, historic or cultural features present on the proposed subdivision/development parcel(s) or adjacent to the proposed subdivision/development parcel(s), including but not limited to historic cemeteries, stone walls, archaeologically significant sites, specimen trees and/or National/Local Register of Historic Places sites or districts	
12.					Notation indicating that the subdivision/development parcel(s) are located or not located within the following areas of special concern: i. Natural Heritage Areas, as defined by RIDEM ii. Wellhead protection areas for public or community drinking water wells iii. Scituate Reservoir Watershed	
13.					Approximate location of steep slopes in excess of 20%	
14.					Soils map of the subdivision/development parcel(s) including areas of prime agricultural and farmland soils should be identified or noted if none exist	
15.					Location of all existing easements and rights of way within or adjacent to the development parcel(s) with a notation of the book and page reference to the Gloucester Land Evidence Records	
16.					Dimensions of subject parcel and total area	
17.					Location of any existing streets, driveways, farm roads, woods roads and/or hiking, biking or bridle trails, including width and materials	
18.					Location of recreational resources including boat launches, lake access points, beaches, existing play fields or playgrounds on or adjacent to the site	
19.					Identification of any geologic formations on the proposed parcel(s), including rock outcroppings, cliffs, and other natural features	
20.					Boundaries and notation of the soil types classifications for the entire area of the development parcel(s) as identified by the most recent USDA RI Soil Survey	
21.					Notation and location of prime agriculture and farmland soils or noted if none exist	
22.					Boundaries of applicable watersheds for the parcel(s)	
23.					Location of existing survey monuments	
24.						

C	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
Checklist Item #					Applicant Comments on Required Forms/Documents:	
Checklist Item #					Reviewer Comments on Required Forms/Documents:	

D. Proposed Conditions Plan

D	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.					Proposed number of buildable lots/units	
2.					Proposed lot lines, with approximate dimensions and lot areas, drawn so as to distinguish them from existing property lines. Approximate lot areas shall indicate total lot area and lot area exclusive of land unsuitable for development. Assign individual lot numbers to each lot (ex. Lot 1, Lot 2, etc.)	
3.					Proposed structures including proposed uses, square footage and dimensions with total lot coverage	
4.					Proposed parking areas with approximate number of spaces	
5.					Conceptual proposed streets, if any, with approximate areas and dimensions	
6.					Notation of the type of utilities proposed to service the property, including wastewater, water, electric, stormwater drainage and communications or telecommunications infrastructure as may be required for site development	
7.					Location, dimension and anticipated use of any area(s) proposed to be set aside as open space	
8.					Locations and types of proposed stormwater management infrastructure	
9.					Boundaries and total area of any land classified as "land unsuitable for development" as defined by the Zoning Ordinance	
10.					Density calculations for the subject subdivision/development parcel	

D	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
11.					Proposed easements and rights of way within the development parcel(s)	
12.					Assign record numbers to all new lots	
13.					Location of affordable housing, if applicable	
14.					Open space use and management plan including management alternatives, potential funding sources, conservation easements or other restrictions	
15.					Location, dimension, total area, and proposed use of open space, if any. i. Show proposed use of proposed open space including recreational amenities and/or trails and any potential links to other trails, schools, recreation areas, etc., agricultural uses ii. Open space use and management plan including management alternatives, potential funding sources, conservation easements or other restrictions	
16.					Proposed right of way profile including roadway/driveway design, notation as to whether the proposed roads will be public or private, existing and proposed elevations and locations of proposed utility infrastructure, sidewalks, landscaping, bike paths, etc.	
17.					Fire suppression infrastructure	
18.					Location of soil evaluations on each lot, which have been performed by a licensed soil evaluator and obtained RIDEM concurrence	
19.					Stormwater management plan including drainage calculations	
20.					Grading plan to show proposed contours at 10 foot intervals for all grading proposed for construction, drainage and upon individual lots, if necessary. If blasting is proposed, it must be stated on the plans	
21.					Landscape Plan showing clearing/removal of landscaping and proposed landscaping	
22.					Location of proposed survey monuments (granite bounds preferred for roadways)	
23.					Location and dimensions of signage, if proposed	
24.					Phasing Plan, if applicable	
25.					Proposed lot lines, with accurate dimensions, angles and lot areas, drawn so as to distinguish them from existing property lines. Accurate lot areas shall	

D	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
					indicate total lot area and lot area exclusive of land unsuitable for development	
26.					Location of 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, if any, with approximate areas and dimensions	
27.					Location of soil evaluations on each lot, which have been performed by a licensed soil evaluator and obtained RIDEM concurrence, indicating an OWTS system would be permitted within the boundaries of each developable lot. If available, supply design detail of any OWTS proposed for the site	
28.					Location of safety equipment and infrastructure requirements including cisterns, fire lanes, emergency access, etc	
29.					Any revisions to the proposed conditions required by the Master Plan approval	
30.					Notation of any special conditions as required by the Master Plan approval	
31.					Notation of any special conditions as required by the Zoning Board of Review, if applicable	
32.					Certification by a registered professional engineer that the plan is correct	
33.					Proposed location, size and type of utilities proposed to service the property, including wastewater, water, electric, stormwater drainage, fire suppression and communications or telecommunications infrastructure as may be required for site development	
34.					Location of soil evaluations on each lot, which have been performed by a licensed soil evaluator and obtained RIDEM concurrence, indicating an OWTS system would be permitted within the boundaries of each developable lot, if available	
35.					Stormwater management plan that includes locations and types of proposed stormwater management infrastructure, drainage calculations, extension of existing lines, and configuration, and prepared by a Registered Professional Engineer	
36.					Include timing of key infrastructure including access, cisterns, etc.	
37.					As-Builts for previous phase, if applicable	
38.					Any revisions to the proposed conditions required by the Master Plan or Preliminary Plan approval	

D	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
39.					Notation of any special conditions as required by the Master Plan or Preliminary Plan approval	
40.						
Checklist Item #					Applicant Comments on Required Forms/Documents:	
Checklist Item #					Reviewer Comments on Required Forms/Documents:	

E. Supporting Materials

E	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.					Narrative report or written statement – 10 copies	
2.					General description of the use(s) and type(s) of development proposed	
3.					General statement that illustrates the approach utilized in designing the proposed subdivision/development, including consideration of existing conditions and significant site features	
4.					Provide renderings, elevations, or photographs as may be requested to illustrate the visual impact of the proposal.	
5.					Itemized tally of total land unsuitable for development as defined in the Zoning Ordinance including: I. Wetlands (it is not necessary to have wetland edges verified by RIDEM at this stage) II. Wetland buffers III. Waterbodies IV. Existing or proposed streets or rights-of-way, public or private V. Land within any publicly or privately held easement in which above or below ground utilities are existing or proposed, including but not limited to electric transmission lines less than 69 kilovolts, drainage easements or easements for access, public access or scenic area.	

E	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
					VI. Historic cemeteries VII. Areas of steep slope in excess of 20% VIII. Land located within special flood hazard areas	
6.					List of required special use permits and/or variance(s) being requested under Unified Development Review	
7.					List of necessary waivers or modifications from the Subdivision Regulations as shown on the proposed plan	
8.					If proposing physical access to a State ROW, a letter evidencing the issuance of such a permit upon the submission of a bond and insurance.	
9.					Vicinity Map drawn to scale to show that area within ½ mile of the development parcel(s), identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations and other significant public facilities	
10.					Aerial photograph of the development parcel(s)	
11.					Renderings, elevations or photographs as may be needed to illustrate the visual impact of a proposed multi-family, commercial or industrial subdivision/development	
12.					If proposing service by public water and/or public sewer, copies of a written statement from the appropriate utility provider that the proposed plan has been reviewed and approval for service and extension of utilities if appropriate	
13.					If no freshwater wetlands and/or wetland buffers are present on the development parcel(s), an affidavit signed by a wetlands biologist, a registered professional surveyor or a registered landscape architect stating that there are no freshwater wetlands and/or buffer areas within the development parcel(s)	
14.					RIDEM Wetland Edge Verification	
15.					If proposing new physical access to a State right-of-way a letter evidencing the issuance of such a permit upon the submission of a bond and insurance	
16.					Subdivision site suitability certification from RIDEM or soil evaluation approval from RIDEM	
17.					An estimate of the approximate population of the proposed subdivision/development, if any	
18.					An estimate of the number of school-aged children to be housed in the proposed subdivision/development, if any	

E	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
19.					A statement of the potential fiscal impacts of the subdivision/development on town's expenses and revenues	
20.					A statement which addresses how the proposed plan and application will allow positive findings to be made by the Planning Board for the required findings Section 300-8 of the Gloucester Subdivision Regulations	
21.					Timeline for proposed phasing, if applicable	
22.					A list of names and addresses of all property owners within 200 feet of the parcel perimeter	
23.					Written acknowledgement for all costs for all notices, advertising and peer engineering review and inspection	
24.					Location, type, intensity and direction of illumination of all outdoor lighting fixtures	
25.					Affordable Housing Proposal	
26.					Construct market rate housing together with affordable housing	
27.					Construct market rate housing and provide Town with buildable lot(s) equivalent to affordable set aside	
28.					Construct market rate housing and pay the fee in lieu of affordable housing	
29.					Written confirmation from RIDEM pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed development, including any required off-site construction, have been reviewed and indicating that the wetlands regulations either do not apply to the proposed site alteration or that approval has been granted for the proposed site alteration. If no freshwater wetlands and/or wetland buffers are present on the development parcel(s), an affidavit signed by a wetlands biologist, a registered professional surveyor or a registered landscape architect stating that there are no freshwater wetlands and/or buffer areas within the development parcel(s)	
30.					If requested, a traffic study prepared by a traffic engineer regarding the potential impact of the proposed subdivision/development on neighboring properties and roads	
31.					Written report of Phase I Environmental Site Assessment and Phase II, if indicated	

E	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
32.					Written report and approval from RIDEM of an Environmental Site Assessment Phase III (Remediation Plan) if required.	
33.					Subdivision site suitability certification from RIDEM or on-site wastewater treatment approval from RIDEM	
34.					A physical alteration permit issued by the RI Department of Transportation for any necessary connection to or construction work within a state highway or right of way	
35.					Payment of all outstanding fees related to Preliminary Plan review	
36.					Payment of all outstanding fees related to Preliminary Plan review	
37.					List of necessary/obtained waivers or modifications from the Subdivision Regulations as shown on the proposed plan	
38.					Itemized list of conditions from prior review from the Planning Board, Zoning Board or other applicable Board or Commission and how the applicant has addressed these conditions	
39.					Stormwater management plan to show accurate designs and details of proposed stormwater management infrastructure, including type, location and configuration, prepared by a Registered Professional Engineer	
40.					Drainage calculation, associated explanatory narrative and all supporting documentation, including an Operations and Maintenance manual for the roadway system	
41.					Erosion and Sediment Control Plan	
42.					Full right of way/ vehicular access profile including roadway/driveway design, existing and proposed elevations, limits of disturbance and locations of proposed utility infrastructure, sidewalks, landscaping, bike paths, etc.	
43.					A letter stating the intent of the applicant to complete the required improvements prior to final plan approval or a letter requesting that security sufficient to cover the cost of the required improvements be set by the Planning Board. If the financial guarantee is requested, two (2) different itemized construction cost estimates for the required improvements are required	
44.					Draft or final copies of all legal documents; legal description of property, proposed easement and rights-of-way, dedications, restrictions or other required legal documents including but not limited to covenants or	

E	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
					Homeowners Association, Stormwater Management Plan, Landscaping Maintenance Plan, a deed conveying open space or offer of street dedication	
45.					Draft Homeowner's Association documents approved by the Town Solicitor, if applicable	
46.					<i>Affordable Housing Proposal</i> Payment of the fee in lieu of affordable housing • Total proposed fee in lieu of affordable housing payment • Proposed payment schedule, if applicable Construct market rate housing and provide Town with buildable lot(s) equivalent to affordable set aside • Assessor's plat and lot of buildable lots proposed for dedication to the Town • All required permits ensuring lots are buildable • Draft deeds of transfer for the lots Construct market rate housing and affordable housing • Proposed subsidy (density bonus, fee waivers, etc.) • Length of affordability • Draft agreement with Housing Monitor for affordable units • Proposed construction schedule for affordable units	
47.					Final traffic plan; include vehicular access sites showing the dimensions and location of roads, driveways, curb cuts, radii, parking as well as other off-site traffic improvements	
48.					Evidence from the Tax Collector that all Town taxes due on the land have been paid to date and that there are no outstanding liens on the land	
49.					Written statement from Public Works Director and/or Fire Chief certifying that all public improvements and/or required off-site improvements are complete	
50.					A financial guarantee in the form of a letter of credit or funds held in escrow, if required	
51.					Statement outlining if applicant plans to seek building permits for any lot within the development prior to the acceptance of the roadway by the Town Council	

E	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
52.					Copies of any RIDEM stormwater or other general construction permits that are required, or an affidavit, signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required	
53.						
Checklist Item #					Applicant Comments on Required Forms/Documents:	
Checklist Item #					Reviewer Comments on Required Forms/Documents:	

F. Yield Plan

F	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.					For single family development, illustrate maximum number of single family building lots that would reasonably be expected to be developed as a conventional subdivision upon the parcel	
2.					For all other development, illustrate the maximum number of units that would be reasonably be expected to be developed using the permitted density upon the parcel.	
3.					Illustrate proposed streets, lots, rights-of-way, and land unsuitable for development.	
4.					Boundaries and total area of any land classified as "land unsuitable for development" as defined by the Zoning Ordinance	
5.					Number of buildable lots/units	
6.					Lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines	
7.					Streets, with accurate areas and dimensions, designed in compliance with the Subdivision Regulations' public design and improvement standards	

F	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
8.					Demonstration that each developable lot would have permanent and adequate physical access to a public street	
9.					Location of soil evaluations on each lot, which have been performed by a licensed soil evaluator and obtained RIDEM concurrence, indicating an OWTS system would be permitted within the boundaries of each developable lot	
10.					Proposed well locations	
11.					Landscaping plan to show significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, within common areas and upon individual lots	
12.						
Checklist Item #					Applicant Comments on Required Forms/Documents:	
Checklist Item #					Reviewer Comments on Required Forms/Documents:	

G. Multi-family (includes attached single-family dwellings and higher), Commercial, and Industrial development only

G	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.					Location of parking spaces and loading areas, driveways, walkways, points of access and egress, traffic safety devices and general circulation patterns	
2.					Location and description of the proposed wastewater disposal system	
3.					Location and description of the proposed water supply system	
4.					Location and description of the proposed solid waste disposal system	
5.					Landscaping area showing buffer areas, screening, fencing and plantings	

G	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
6.					Proposed structures including proposed uses, square footage and dimensions	
7.					Location and description of any proposed lighting	
8.					Proposed name of newly created private way	
9.					Homeowners association documents approved by the Town Solicitor	
10.						
Checklist Item #					Applicant Comments on Required Forms/Documents:	
Checklist Item #					Reviewer Comments on Required Forms/Documents:	

H. Solar Energy Systems Only

H	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.					Location of solar energy system showing setbacks from property line and nearest residential structure	
2.					Notation of land suitable for development and the solar land coverage	
3.					Notation of the existing forested area and proposed for clearing for the development	
4.					Location and description of proposed screening and buffer	
5.					Description of potential noise impacts	
6.					Location and description of any new distribution lines	
7.					Location and description of any new transmission line access or upgrades, including route starting and end points, potential impacts to street trees, and right of way width	

H	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
8.					Location and description of any new or proposed upgrades to electrical substations including but not limited to location, screening, setbacks and noise impacts	
9.					Location and description of proposed security fencing	
10.					Location and description of proposed signage	
11.					Location and description of emergency access	
12.					Location and description of proposed lighting	
13.					Any clearing of more than 40,000 square feet of forested area shall assess the impacts of forest loss and how the impacts can be mitigated, addressing at a minimum, water quality, habitat, carbon sequestration and storage, adjacent properties, etc.	
14.					Operation and Maintenance plan addressing at a minimum site access maintenance, vegetation management, equipment and fence maintenance, etc.	
15.					Decommissioning estimate prepared by a RI licensed engineer addressing at a minimum physical removal and recycling of all solar energy system components, disposal of all solid and hazardous waste, stabilization and re-vegetation of the site	
16.					Decommissioning Guarantee	
17.						
Checklist Item #					Applicant Comments on Required Forms/Documents:	
Checklist Item #					Reviewer Comments on Required Forms/Documents:	

I. Unified Development Plan Review

I	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
18.					Modification, variance or special use permit application	
19.					Modification, variance or special use permit decision – Subdivisions and Land Development Project applications only	
20.					Modification, variance or special use permit application – Development Plan Review applications only	
21.						
22.						
Checklist Item #					Applicant Comments on Required Forms/Documents:	
Checklist Item #					Reviewer Comments on Required Forms/Documents:	

J. Conservation Development or any development proposing open space dedication only

J	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.					Draft deed dedicating the property or development rights of the required open space in perpetuity to a land conservation organization or HOA preventing further development or a draft restriction for recording providing that the open space shall be kept in the authorized condition and shall not be built upon or developed	
2.					Draft open space management plan specifying the permitted uses, maintenance plan, etc.	
3.					Deed dedicating the property or development rights of the required open space in perpetuity to a land conservation organization or HOA preventing further subdivision or a draft restriction for recording providing that the open	

J	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
					space shall be kept in the authorized condition and shall not be built upon or developed	
4.					Open space management plan specifying the permitted uses, maintenance plan, etc	
5.						
Checklist Item #					Applicant Comments on Required Forms/Documents:	
Checklist Item #					Reviewer Comments on Required Forms/Documents:	

K. L. Recording

L	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.					Minimum of one (1) mylar map and two (2) paper copies of all plan sheets at a minimum size of 24" x 36"	
2.					Evidence from the Tax Collector that all Town taxes due on the land have been paid to date and that there are no outstanding liens on the land	
3.					Final executed easements, dedications, deeds, restrictions and/or covenants, including Homeowner's Associate documents, to be recorded with the plans	
4.					Written statement from Public Works Director and/or Fire Chief certifying that all public improvements and/or required off-site improvements are complete	
5.					A financial guarantee in the form of a letter of credit or funds held in escrow, if required	
6.						
Checklist Item #					Applicant Comments on Required Forms/Documents:	

L	PA	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
Checklist Item #					Reviewer Comments on Required Forms/Documents:	

M. Fees

G	PA	M	PR	F		REVIEW CODE
1.					Applicable review fee - \$200 + \$20 per lot	
2.					Applicable review fee - \$200 + \$20 per lot. Combined Master Plan/Preliminary Plan review - \$300 + \$20 per lot	
3.					Applicable review fee - \$100 + \$20 per lot	

Signature of Applicant: _____

Signature of Professional Land Surveyor /Engineer: _____

Registration Number: _____

Signature of reviewer: _____

Date of Review: _____



Town of Gloucester, RI

Administrative Subdivision Checklist

Name of proposed subdivision/development:

Preparer: _____

Phone Number: _____

Email: _____

Date of Application: _____

Date Received / Initials

Plat and Lot Number(s) of the land being subdivided/developed: _____

A COPY OF ALL PLANS AND SUPPORTING DOCUMENTS SHALL BE SUBMITTED IN DIGITAL FORM (PDF). APPLICATIONS WILL NOT BE CONSIDERED SUBMITTED FOR REVIEW OF COMPLETENESS UNTIL BOTH DIGITAL AND PAPER SUBMISSIONS ARE RECEIVED.

INSTRUCTIONS

Please refer to the submission requirements below for Administrative Subdivision Review when completing your application.] All plans required by this checklist shall show the following information (as applicable). The shaded boxes within the checklist indicate an item is **not** required at a particular stage of review. If any checklist items are marked as not applicable (NA) please provide an explanation as to why the item is not applicable in the space provided at the end of each section of the checklist.

For the LOCATION column please provide the location of the specific checklist item. This can be a plan sheet number or the name of the supporting document and page.

For items required for this review, conceptual design and approximate locations of required checklist items is generally acceptable. The Administrative Officer can provide further guidance on specific checklist items.

*Review Codes are for administrative use only and are to be entered by the Administrative Officer: **Item Confirmed – Yes, No, Partial, or NA***

Please check the applicable stage of review for the submission

Project Type: ☐ Administrative Subdivision	Stage of Review: N/A
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A. To initiate the application, the applicant shall submit the following to the Administrative Officer:

A	Admin Review	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.		Completed Project Review Application	
2.		Completed Owner Authorization Form (one for each owner)	
3.		Completed Project Team Form	
4.		One (1) paper copy of the Administrative Subdivision plan as indicated in Section A below (minimum size 24" x 36")	
5.			

B. Map Information

The Administrative Subdivision plan shall contain the following information:

B	Admin Review	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.		Title Block containing the title of subdivision and Assessor's Plat and Lot		
2.		Name and address of the applicant(s)		
3.		Name and address of the owners of all property involved in the administrative subdivision		
4.		Name, address, phone number and wet stamp of surveyor who prepared the plan		
5.		Date of plan preparation, with revision dates, if any		
6.		Graphic scale		
7.		North Arrow		
8.		Assessor's Plat and lot number(s) of the parcels being re-subdivided		
9.		Legend showing all symbols		
10.		Zoning district(s) of the parcels being re-subdivided. If more than one district, zoning boundary lines must be shown		
11.		Inset locus map		

B	Admin Review	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
12.		Existing property lines of all parcels involved in the re-subdivision, with clear indication as to which existing property lines are to remain and which are to change		
13.		Existing area of each parcel involved in the re-subdivision		
14.		Proposed area of each parcel involved in the re-subdivision		
15.		Proposed property lines, drawn and noted to distinguish them from existing property lines		
16.		Location and size of all existing buildings, structures, utilities and other improvements within the parcels involved in the re-subdivision, including septic systems and wells		
17.		Location, width and names of existing public and private streets within and immediately adjacent to the parcel being re-subdivided		
18.		Location and area of all existing easements and rights of way within or adjacent to the parcels involved in the re-subdivision, with a notation of the Book and Page reference to the Gloucester Land Evidence Records		
19.		Plat and lot numbers of all abutting property and property immediately across any public or private streets from the parcels involved in the re-subdivision		
20.		Names of abutting property owners and property owners immediately across any adjacent public or private streets from the parcels involved in the re-subdivision		
21.		Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the parcel(s) involved in the re-subdivision		
22.		Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the parcels involved in the re-subdivision, including base flood elevation data for applicable zones		
23.		Existing and proposed survey monument locations (granite bounds preferred for roadways)		
24.		Approximate perimeters of all wetland areas on any vacant parcel(s) involved in the re-subdivision. If necessary to determine that the lot does not have physical constraints to development, perimeters of all wetland areas on the parcel(s) involved in the re-subdivision, if any, as flagged by		

B	Admin Review	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
		a certified wetland biologist, and associated wetland buffers as defined by RIDEM may be required		
25.		If either lot is vacant, a soil evaluation approval from RIDEM for on-site wastewater treatment		
26.		Certification by a RI Registered Land Surveyor, including wet stamp, that a perimeter survey of the land being subdivided has been performed and meets a Class I standard for any new property lines and a Class III standard for unmoved property lines, topographic and existing conditions information		
27.		Historic Cemeteries within the subdivision/development parcel with required 25 foot buffer area		
28.				
Checklist Item #		Applicant Comments on Required Items:		
Checklist Item #		Reviewer Comments on Required Items:		

C. Recording (all signed final plans will remain in the custody of the Town prior to recording)

C	Admin Review	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.		Evidence from the Tax Collector that all Town taxes due on the land have been paid to date and that there are no outstanding liens on the land		
2.		Minimum of one (1) mylar map and two (2) paper copies of all plan sheets at a minimum size of 24" x 36"		
3.		Final executed deeds for any transfer of property and corrected deeds describing all newly created lots with updated legal descriptions to be recorded with the plans. All recording fees will be paid directly to the Town Clerk by the applicant		
4.		Final executed easements, dedications, restrictions and/or covenants to be recorded with the plans		

C	Admin Review	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
Checklist Item #		Applicant Comments on Required Items:		
Checklist Item #		Reviewer Comments on Required Items:		

C. FEES

C	Admin Review		<i>Received?</i>
1.		Applicable review fee - \$50.00	
2.			

Signature of Applicant: _____

Signature of Professional Land Surveyor /Engineer: _____

Registration Number: _____

Signature of reviewer: _____

Date of Review: _____