These model checklists are intended to provide a variety of options to municipalities. Some checklist items may be similarly worded to each other and are included to provide alternative language and options. These templates should be used in conjunction with a municipality’s existing checklists to update them to prepare for the new development framework instituted by the recent changes to enabling legislation. The template should be used as a guide to assist in updating existing checklists.

**MINOR SUBDIVISION OR LAND DEVELOPMENT CHECKLIST**

Name of proposed subdivision/development: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received / Initials

Preparer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 for Minor Subdivision/Land Development project for additional information in 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) |

1. **FORMS AND DOCUMENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **PA** | **PR** | **F** | **REQUIRED FORMS AND DOCUMENTS** | **REVIEW CODE** |
|  |  |  |  | Project Review Application Cover Sheet\_\_ [#] Copies |  |
|  |  |  |  | Project Team Form\_\_ [#] Copies |  |
|  |  |  |  | A notarized letter from the property owner(s) stating that the applicant has been granted the authority to proceed with the application with the owner(s) permission and consent |  |
|  |  |  |  | Purpose statement |  |
|  |  |  |  | Application Cover Sheet |  |
|  |  |  |  | *[Insert any other locally required elements]* |  |
|  |  |  |  |  |  |
| Checklist Item # | Applicant Comments on Required Forms/Documents:  |
|  |  |
| Checklist Item # | Reviewer Comments on Required Forms/Documents: |
|  |  |

1. **GENERAL INFORMATION (\*to be provided on plan sheets)**

| **B** | **PA** | **PR** | **F** | **ELEMENT REQUIRED** | **LOCATION (PAGE #)** | **REVIEW CODE** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | \*Name of the proposed subdivision/land development project |  |  |
|  |  |  |  | \*Plat and lot number(s) of land being subdivided/developed |  |  |
|  |  |  |  | \*Address/Location of Subdivision or Development |  |  |
|  |  |  |  | Name and address of the applicant(s) |  |  |
|  |  |  |  | Name and address of property owner(s) |  |  |
|  |  |  |  | \*Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans |  |  |
|  |  |  |  | \*Date of plan preparation and all revision date(s), if any |  |  |
|  |  |  |  | \*True north arrow and graphic scale |  |  |
|  |  |  |  | Site plan legend (all items displayed on site plans shall be symbolized in a legend) |  |  |
|  |  |  |  | \*Relevant references to deeds and recorded plans |  |  |
|  |  |  |  | \*List of sheets contained within the plan set |  |  |
|  |  |  |  | \*Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable |  |  |
|  |  |  |  | Names, addresses and Plat/Lot identified of abutting property owners and property within 200’ of the parcel(s) |  |  |
|  |  |  |  | Names and addresses of adjoining communities or agencies requiring notification under these regulations |  |  |
|  |  |  |  | FEMA Flood Plain Map, show the entire parcel |  |  |
|  |  |  |  | Site and/or environmental analysis [INSERT LOCAL SECTION REFERENCE] |  |  |
|  |  |  |  | *[Insert any other locally required elements]* |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **EXISTING CONDITIONS PLAN(S)**

| **C** | **PA** | **PR** | **F** | **ELEMENT REQUIRED** | **LOCATION (PAGE #)** | **REVIEW CODE** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | A general location map showing the relationship of the parcel to the area within a half-mile radius, provide an aerial photograph or satellite image clearly depicting the subject parcel |  |  |
|  |  |  |  | Certification by a RI Registered Land Surveyor that a perimeter study 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 |  |  |
|  |  |  |  | District Dimensional Regulations of the subject parcel |  |  |
|  |  |  |  | Density calculations based upon the exclusion of unsuitable land from the total land area of the subject parcel, include the total acreage, the acreage of unsuitable land and the resulting total number of units allowed by right |  |  |
|  |  |  |  | Dimensions and total area of the subject parcel, and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subject parcel |  |  |
|  |  |  |  | Existing contours at intervals at intervals of ten (10) feet |  |  |
|  |  |  |  | Existing contours at intervals at a minimum of two (2) feet |  |  |
|  |  |  |  | Base flood elevation data; use the North American Vertical Datum of 1988 (NAVD 88) |  |  |
|  |  |  |  | Plat and lot numbers of all abutting property and property within 200’ of the subject parcel |  |  |
|  |  |  |  | Boundaries and notation of the soil types classifications for the entire area of the subdivision parcel(s) |  |  |
|  |  |  |  | Location of soil contaminants present on the subject parcel |  |  |
|  |  |  |  | Location of Phase III Remediation Plan area, if required by RIDEM |  |  |
|  |  |  |  | Location of wetlands, watercourses or coastal features within and adjacent to the parcel(s), including buffer areas as defined by RIDEM for wetlands |  |  |
|  |  |  |  | If no wetlands or coastal features are depicted within the plan set, an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision/development parcel(s) |  |  |
|  |  |  |  | Notation of existing ground cover with approximate location of wooded areas and areas of active agricultural use |  |  |
|  |  |  |  | Identification of areas containing prime agricultural soils and farmland soils of statewide importance, or if no such soils are present on the site, a notation indicating such |  |  |
|  |  |  |  | Determination if the proposed development or subdivision lies within any area designated by the town or state for purposes of environmental protection or natural or cultural resource protection, such as: 1. Natural Heritage Areas, as defined by RIDEM
2. The area(s) under the jurisdiction of any Special Area Management Plan (SAMP) of RI CRMC
3. A Groundwater Protection Overlay District
4. Wellhead Protection Area
5. Groundwater Recharge Area
6. Areas within a TMDL watershed, as identified by RIDEM
7. An OWTS Critical Resource Area, as defined by RIDEM
8. A Drinking Water Supply Watershed, as defined by RIDEM
9. National Register of Historic Places
 |  |  |
| 22. |  |  |  | Location of known existing easements and rights-of-way within or adjacent to the subdivision/development parcel(s), including streets, driveways, farm roads, woods roads, and/or trails that have been in public use |  |  |
|  |  |  |  | Location, width, classification, and names of existing public, private, and paper streets within and adjacent to the subdivision/development parcel(s) |  |  |
|  |  |  |  | Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls, on the subdivision/development parcel(s) |  |  |
|  |  |  |  | Location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the subdivision/development parcel(s) |  |  |
|  |  |  |  | Location, size, and type of all known, existing above and below ground utilities, including sewer, OWTS, wells, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be present on the site or within the right of way along the property frontage |  |  |
|  |  |  |  | Location of any unique and/or historic features within or adjacent to the subdivision/development parcel(s), including stone walls, historic cemeteries and access, or, if none, a notation indicating such |  |  |
|  |  |  |  | Accurate location of any unique natural features present on the site, including but not limited to significant specimen trees, or if none, a notation indicating such |  |  |
| 33. |  |  |  | Relevant references to deeds and recorded plans |  |  |
| Checklist Item # | Applicant Comments on Required Items:  |
|  |  |
| Checklist Item # | Reviewer Comments on Required Items: |
|  |  |

1. **PROPOSED CONDITIONS PLAN(S)**

| **D** | **PA** | **PR** | **F** | **ELEMENT REQUIRED** | **LOCATION (PAGE #)** | **REVIEW CODE** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | Location, size, and use/type of proposed buildings and structures, including proposed number of residential units per building, if applicable, and include all accessory structures and total lot coverage |  |  |
|  |  |  |  | Proposed buildings and other site improvements for a commercial or industrial development, include building setback lines and lot coverage |  |  |
|  |  |  |  | Proposed lots with dimensions and areas indicated, include all interior lot lines, building setback lines and street lines with dimensions indicated and drawn so as to distinguish them from existing lot line |  |  |
|  |  |  |  | Boundaries and total area of any land classified as “unsuitable for development” |  |  |
|  |  |  |  | Proposed connection with existing public water supply and sewer system or on-site wells and sewage disposal |  |  |
|  |  |  |  | If proposed, plan and profile design information for any extension of public or private utility infrastructure |  |  |
|  |  |  |  | Concept measures to minimize impacts to the natural topography of the site using the Low Impact Development (LID) Site Planning & Design Guidance Manual |  |  |
|  |  |  |  | Any proposed on- and /or off-site improvements including streets, access drives, loading areas, parking areas, sidewalks, and bicycle paths, include profiles and typical cross-sections |  |  |
|  |  |  |  | Proposed location, size, and type of all above ground and underground utilities servicing the property, including wastewater, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be required for site development |  |  |
|  |  |  |  | If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM  |  |  |
|  |  |  |  | Location and dimensions of proposed easements and rights-of-way within the development parcel(s), or those to be acquired adjacent to the development parcel(s) as maybe necessary |  |  |
|  |  |  |  | Location, dimension, monumentation, and proposed use of any area(s) proposed to be set aside as open space, if any |  |  |
|  |  |  |  | Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable |  |  |
|  |  |  |  | Limits of disturbance/work relative to on-and off-site improvements and infrastructure installation |  |  |
|  |  |  |  | Grading plan(s) to show contours at sufficient detail (2-foot intervals) for all on and off-site street construction, drainage facilities, and individual house lots, certified by a RI registered Professional Engineer for final plans |  |  |
|  |  |  |  | Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, drainage calculations, extension of existing lines, and configuration, prepared by a Registered Professional Engineer |  |  |
|  |  |  |  | Landscape plan(s), maintenance plan and tree preservation plan, to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations, signed by a licensed Landscape Architect for final plans |  |  |
|  |  |  |  | Certification by a RI Registered Professional Engineer that the Proposed Conditions Plan is correct |  |  |
|  |  |  |  | Any revisions to the proposed conditions required by the Preliminary Plan approval |  |  |
|  |  |  |  | Notation of any special conditions/documents received as required by the Preliminary Plan approval |  |  |
|  |  |  |  |  |  |  |
| Checklist Item # | Applicant Comments on Required Items:  |
|  |  |
| Checklist Item # | Reviewer Comments on Required Items: |
|  |  |

1. **PROJECTS WITH STREETS/ROADWAYS**

If your project proposes to extend or create a roadway, please complete this section. If your project does not propose to extend or create a roadway, you may skip this section.

| **E** | **PA** | **PR** | **F** | **ELEMENT REQUIRED** | **LOCATION (PAGE #)** | **REVIEW CODE** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. |  |  |  | Roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure, and proposed street names |  |  |
| 2. |  |  |  | Roadway design plan(s) and profile(s), including existing and proposed elevations and typical cross-sections and paved (impervious) areas delineated on the appropriate plans, including all pedestrian facilities |  |  |
| 3. |  |  |  | Notation as to whether the proposed street extension or creation is to be private or public |  |  |
|  |  |  |  |  |  |  |
| Checklist Item # | Applicant Comments on Required Items:  |
|  |  |
| Checklist Item # | Reviewer Comments on Required Items: |
|  |  |

1. **SUPPORTING MATERIALS**

| **F** | **PA** | **PR** | **F** | **ELEMENT REQUIRED** | **LOCATION (PAGE #)** | **REVIEW CODE** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | Renderings, elevations or photographs as may be requested to illustrate the visual impact of the proposal for subdivision/ development |  |  |
|  |  |  |  | Copies of an aerial photograph or satellite image vicinity map drawn to a measurable scale as necessary to show the relationship of the subject parcel(s) 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 |  |  |
|  |  |  |  | Proposed zoning relief or waiver required /requested, if requesting a zoning waiver |  |  |
|  |  |  |  | Determination letter from the Building/Zoning Official |  |  |
|  |  |  |  | Copy of the Deed/Title to the subject parcel, if requested |  |  |
|  |  |  |  | Written confirmation from the RIDEM Office of Water Resources that the stormwater management plans of the proposed subdivision/development including any required off-site construction, have been reviewed and approved for site alteration |  |  |
|  |  |  |  | Written report of Phase I Environmental Site Assessment |  |  |
|  |  |  |  | Phase II Environmental Site Assessment, written report if indicated |  |  |
|  |  |  |  | For subdivisions/developments proposing service by OWTS(s), copies of an On-Site Wastewater Treatment System permit issued by RIDEM confirming soil suitability or OWTS permits for individual lots. |  |  |
|  |  |  |  | Written report and approval from RIDEM of an Environmental Site Assessment Phase III (Remediation Plan) if required |  |  |
|  |  |  |  | Copies of a narrative report or written statement including:1. A general description of the existing physical environment and existing use(s) of the property;
2. A general description of the use(s) and type(s) of subdivision/development proposed;
3. A general statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed subdivision/development, including consideration of existing conditions and significant site features;
4. An estimate of the approximate population of the proposed subdivision/development, if any;
5. An estimate of the number of school-aged children to be housed in the proposed subdivision/development, if any.
6. A general analysis of soil types and suitability for the subdivision/development proposed;
7. A statement of the potential fiscal impacts of the subdivision/development on Town expenses and revenues;
8. A description of proposed phasing, if any.
 |  |  |
|  |  |  |  | Either, copies of:1. An affidavit signed by a qualified professional stating that there are no coastal features and/or buffer areas adjacent to or within the subdivision/development parcel(s); or
2. A Preliminary Determination, including coastal feature verification, from the Coastal Resources Management Council
 |  |  |
|  |  |  |  | Copies of drainage calculations, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system |  |  |
|  |  |  |  | Written comments on the Plans, by the following as required (provided by Admin. Officer):\_\_\_\_ Building/Zoning Official Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planning Commission Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Technical Review Committee Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director of Public Works Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department of Health Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fire Department Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conservation Commission Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Police Department Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Department Date \_\_\_\_\_\_\_\_\_\_\_Other (specify below) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_Adjacent Communities\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  |  |  |  | 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 Homeowners Association, Stormwater Management Plan, Landscaping Maintenance Plan, a deed conveying open space or offer of street dedication |  |  |
|  |  |  |  | Written confirmation and/or permits from any additional required federal, state or local agencies |  |  |
|  |  |  |  | Final utilities plan stamped by a licensed Professional Engineer; include the extension and location of gas, electric, water/wells, sewer/OWTS, signage or other proposed utilities as applicable |  |  |
|  |  |  |  | “Tax Certificate” from the Tax Collector showing that all taxes due on the parcel being developed have been paid to date and there are no outstanding municipal liens on the parcel |  |  |
|  |  |  |  | Soil Erosion and Sediment Control Plan |  |  |
|  |  |  |  | Draft copies of the metes and bounds description(s) and warranty deed(s) for all proposed public roadways and/or lands proposed to be dedicated to the Town for open space purposes, if any, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval |  |  |
|  |  |  |  | Copies of an estimate of the cost of installation of all on- and off-site improvements, including landscaping, prepared by a Registered Professional Engineer |  |  |
|  |  |  |  | Written approval (assent agreement) from the RI Coastal Resources Management Council of the proposed development or subdivision if the subject parcel has coastal shoreline, including any required off-site construction  |  |  |
|  |  |  |  | For subdivisions/developments with freshwater wetlands present on the parcel(s), copies of either: 1. An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or
2. A letter of non-jurisdiction from RIDEM
 |  |  |
|  |  |  |  | For subdivisions/developments proposing service by public water, copies of 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: 1. Confirmation that water service is available;
2. Approval of connection to the existing water main as depicted on the plan; and,

If extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan |  |  |
|  |  |  |  | For subdivisions/developments proposing service by public sewer, copies of a written statement from the Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which provides:1. Confirmation that sewer service is available;
2. Approval of connection to the existing sewer main as depicted on the plan; and

If extension is proposed, approval of extension of the sewer main as depicted on the plan |  |  |
|  |  |  |  | For subdivisions/developments 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**[[1]](#footnote-1)1** |  |  |
|  |  |  |  | Traffic study performed by a RI Licensed Engineer (as applicable) |  |  |
|  |  |  |  | Location, type, intensity and direction of illumination of all outdoor lighting fixtures. |  |  |
|  |  |  |  | Signage including location, size, design and illumination. |  |  |
|  |  |  |  | Floor plans and building elevations showing exterior building design, materials, colors and height. |  |  |
|  |  |  |  | Location, type and density of land uses that will be in the development. |  |  |
| Checklist Item # | Applicant Comments on Required Items:  |
|  |  |
| Checklist Item # | Reviewer Comments on Required Items: |
|  |  |

1. **FEES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **PA** | **PR** | **F** |  | ***Received?*** |
| 1. |  |  |  | Filing fee: $\_\_\_ |  |
| 2. |  |  |  | Escrow, if required: $ \_\_\_\_ |  |
| 3. |  |  |  |  |  |

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Professional Land Surveyor /Engineer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_

Signature of reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 1 RIGL §45-23-39(d)(1)(v) states that for a state permit from the Rhode Island department of transportation, a letter evidencing the issuance of such a permit upon the submission of a bond and insurance is sufficient, but such actual permit shall be required prior to the issuance of a building permit. [↑](#footnote-ref-1)