

**B. CHECKLIST FOR INFORMAL CONCEPT REVIEW
MINOR LAND DEVELOPMENT PROJECTS
OR MINOR SUBDIVISIONS**

The applicant shall submit to the Administrative Officer at least ten (10) blue line or photocopies of the required plans and any supporting materials required by this checklist. The scale of the plans shall be sufficient to clearly show all of the information required and shall be subject to the approval of the Administrative Officer. Each sheet shall be no larger than 24 x 36 inches, and each sheet shall be numbered sequentially, e.g. Sheet 1 of 3, 2 of 3, etc. The plans must illustrate all parcels, in their entirety, involved in the proposed subdivision or land development. Plans shall include a certification that all plans and improvements conform to a minimum Class IV standards of the State of Rhode Island and Providence Plantations, Board of Registration for Professional Engineers and Board of Registration of Land Surveyors.

Every submission must also be accompanied by an Application for Approval of a Minor Land Development Project or Minor Subdivision, as contained in Appendix B.

Base Map

The base map shows the principal existing features of the site, including parcel boundaries, roads, structures, water bodies and vegetation. It should be drawn at a scale sufficient to clearly show all of the information required - depending on the size and complexity of the property. The base map shall show at a minimum, the following information.

1. ___ Name of the proposed subdivision.
2. ___ Name and address of property owner and applicant.
3. ___ Name, address and telephone number of the person or firm preparing the plan(s)
4. ___ Date of plan preparation, with revision date(s) (if any).
5. ___ Graphic scale and true north arrow.
6. ___ Plat and lot numbers(s) of the land being subdivided.
7. ___ Inset locus map at 1" = 2000'
8. ___ Zoning district(s) of the land being subdivided. If more than one district, zoning boundary lines shall be shown
9. ___ Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
10. ___ Area of the subdivision parcel(s) and proposed number of building lots or dwelling units.
11. ___ Location and dimensions of existing property lines within or forming the perimeter of the subdivision parcel(s).
12. ___ Easements and rights-of-way within or adjacent to the subdivision parcel(s).
13. ___ Location, width and names of existing streets within and immediately adjacent to the subdivision parcel.

14. ___ Names of abutting property owners and property owners immediately across any adjacent streets.
15. ___ Approximate location of land unsuitable for development as defined in the Zoning Ordinance, including wetlands or watercourses within and immediately adjacent to the subdivision parcel. It is not necessary to have wetland edges verified by RIDEM at this stage
16. ___ Approximate topography with a minimum of 10' contour lines
17. ___ Location and approximate size of existing buildings or significant above ground structures on or immediately adjacent to the subdivision parcel.
18. ___ Location of historic cemeteries on or immediately adjacent to the subdivision parcel.

Sketch Plan Overlay Sheet

A conceptual sketch plan(s) for development shall be presented as overlay sheets to be superimposed on top of the base map (at the same scale). As an alternative, a separate diagrammatic sketch plan(s) may be presented. The following information shall be provided:

1. ___ Identification of areas proposed for development, including location of proposed lots
2. ___ Location of proposed open space areas, if any
3. ___ Initial layout of streets
4. ___ Initial number of dwelling units
5. ___ Schematic drainage plan
6. ___ Proposed utilities

Supporting Materials

1. ___ Administrative (filing) Fee. See Section 9-10.

CONCLUSIONS/OUTCOMES FROM INFORMAL CONCEPT REVIEW

- ___ Agreement on areas for further investigation, necessary detail of field surveys, etc.
- ___ Approximate location of natural, cultural and recreational resources and agreement on the Town's priorities for resource protection in the areas of the site.
- ___ Understanding of resource systems within the site's larger context.
- ___ Preliminary location of potential conservation and open space areas.
- ___ Preliminary location potential development areas.
- ___ Agreement on type of development (conservation development or conventional development).

_____ Agreement on initial basic maximum number of units. Refer to Section 4-1 (H).

_____ Determination of the requirement for a project review fee. Refer to Section 9-11 –
Project Review Fees

_____ If a project review fee is required, agreement regarding the consultants, if any, the
Town will use to assist in the review process.

_____ Other