

## C. CHECKLIST FOR PRE-APPLICATION MEETINGS

### MAJOR LAND DEVELOPMENT PROJECTS AND MAJOR SUBDIVISIONS

#### CONSERVATION DEVELOPMENTS

The submission materials for the Pre-Application Meeting consist of the following maps, at a minimum, which correspond to Steps 1-3 of the Conservation Development design process in Section 4-1(D). The applicant shall submit to the Administrative Officer at least ten (10) blue line or photocopies of pre-application maps required below. The scale of all plans shall be as indicated below and shall be sufficient to clearly show all of the information required. The scale may be modified with the permission of Administrative Officer. 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 Major Land Development Project or Major Subdivision, as contained in Appendix B.

Required information includes the following:

1. Site Base Map (see below)
  2. Existing Resources and Site Analysis Map. See Section 4-1(O).
  3. Site Context Map. See Section 4-1(F).
  4. Sketch Plan Overlay Sheet. See Section 4-1(E).\*
  5. Conventional Yield Plan. See Section 4-1(H).\*
- \* Required for Conservation Developments only
6. Proposed Conditions Map (Conventional Subdivisions only)

#### 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. At a minimum, the following information shall be provided:

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 pre-application plan(s)
4. \_\_\_ Date of plan preparation, with revision date(s) (if any).
5. \_\_\_ Graphic scale and true north arrow.
6. \_\_\_ Inset locus map at 1" = 2000'
7. \_\_\_ Plat and lot numbers(s) of the land being subdivided.

8. \_\_\_ Zoning district(s) of the land being subdivided. If more than one district, zoning boundary lines shall be shown
9. \_\_\_ Inset locus map at 1" = 2,000'
10. \_\_\_ Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
11. \_\_\_ Location, width and names of existing streets within and immediately adjacent to the subdivision parcel.
12. \_\_\_ Location and dimensions of existing property lines, easements, and rights-of-way within and immediately adjacent to the subdivision parcel.
13. \_\_\_ Area of the subdivision parcel.
14. \_\_\_ Names of abutting property owners and property owners immediately across any adjacent streets.

### **EXISTING RESOURCES AND SITE ANALYSIS MAPS**

The information required in Section 4-1(O) shall be shown on the Existing Resources and Site Analysis Map(s), and shall be subject to the approval of the Administrative Officer. This information includes the following:

#### **A. Topography and Slopes**

15. \_\_\_ Existing topography with minimum 10' contour lines.
16. \_\_\_ Slope map, with slopes grouped according to three categories based on development suitability: <15%, 15-25%, and over 25%. Steeper slopes should be shown in progressively darker colors or shades of gray.

#### **B. Natural Resource Inventory**

17. \_\_\_ Location of land unsuitable for development as defined in the Zoning Ordinance, including wetlands , ponds, streams, ditches, drains, special aquatic sites, vernal pools. Wetland locations do not need be verified by RIDEM.
18. \_\_\_ Vegetative cover on the property, indicating any unfragmented forest tracts.
19. \_\_\_ Soils map, indicating any prime farmland soils, and any land in active agricultural use.
20. \_\_\_ Geologic formations
21. \_\_\_ Ridge lines of existing hills
22. \_\_\_ Wellhead protection areas for public or community drinking water wells
23. \_\_\_ Groundwater Aquifer Overlay District (Town)
24. \_\_\_ 100-year floodplains as shown on federal flood protection maps.
25. \_\_\_ State, regional, or community greenways and greenspace priorities.
26. \_\_\_ State-designated Natural Heritage Sites (RIDEM)

#### **C. Cultural Resource Inventory**

27. \_\_\_ Approximate location of man-made features such as roads, structures, outbuildings, roads or trails, and other such features on the parcel.
28. \_\_\_ Historically significant sites or structures

- 29. \_\_\_ State or locally-designated historic sites, districts, cemeteries or landscapes.
- 30. \_\_\_ Location of any stone walls within or forming the perimeter of the site
- 31. \_\_\_ Archaeological sites.
- 32. \_\_\_ Scenic road corridors and state-designated scenic areas.
- 33. \_\_\_ Viewshed analysis.

**D. Recreational Resource Inventory**

- 34. \_\_\_ Existing hiking, biking, and bridle trails within and adjacent to site.
- 35. \_\_\_ Boat launches, lake and stream access points, beaches and water trails.
- 36. \_\_\_ Existing play fields and playgrounds on or adjacent to the site.

**E. Utilities and Infrastructure**

- 37. \_\_\_ Size and approximate location of public or private water lines.
- 38. \_\_\_ Size and approximate location of public or private sewer lines.
- 39. \_\_\_ Gas service.
- 40. \_\_\_ Electrical service.
- 41. \_\_\_ Telephone, cable, and other communication services.
- 42. \_\_\_ Width and surfacing material of existing road(s) at access points.
- 43. \_\_\_ Existing drainage and drainage structures, such as culverts and pipes, etc.
- 44. \_\_\_ Post Construction Runoff Control Plan including a plan for long term operation and maintenance of structural BMP's

**SITE CONTEXT MAP**

The Contextual Analysis process is described in detail in Section 4-1 (F) and in the design process Section 4-1 (D), Step 2 of these Regulations. It can include many of the same features and resources mapped for the site analysis, but this time with a focus on the area surrounding the site. A separate soils map of the surrounding area shall be prepared. If present, agricultural land as defined in Article II, and any very poorly drained soils shall also be shown on the Site Context Map.

- 45. \_\_\_ Site Context Map
- 46. \_\_\_ A copy of the soils map of the subdivision parcel and surrounding area, and general analysis of soil types and suitability for the development proposed. If any prime agricultural soils are within the subdivision parcel(s), the soils map shall be marked to show the location of said prime agricultural soils.

**SKETCH PLAN OVERLAY SHEET (Conservation Developments)**

For Conservation Developments, the applicant shall present initial proposals for development, using a conceptual sketch plan(s) for development. The sketch plan(s) may be presented as overlay sheets to be superimposed on top of the base map and existing

resources and site analysis maps required above (at the same scale). As an alternative, a separate diagrammatic sketch plan(s) may be presented. Refer to Section 4-1 (E). At a minimum, the sketch plan(s) shall show the following:

- 47. \_\_\_ Identification of areas proposed for development
- 48. \_\_\_ Location of proposed open space areas (if applicable)
- 49. \_\_\_ Initial layout of streets
- 50. \_\_\_ Land Unsuitable for Development, as defined in the Zoning Ordinance
- 51. \_\_\_ Schematic drainage plan

### **CONVENTIONAL YIELD PLAN (Conservation Developments)**

A Conventional Yield Plan, as discussed in Section 4-1(H) shall be drawn to scale to show the maximum number of single family lots that could be developed on a subdivision parcel, taking into consideration the presence of land unsuitable for development as defined in Section 5.5.3. of the Zoning Ordinance.

- 52. \_\_\_ Conventional Yield Plan

### **CONVENTIONAL SUBDIVISIONS**

If a conventional subdivision is proposed, the applicant shall not be required to submit a Sketch Plan Overlay Sheet or a Conventional Yield Plan as required above for conservation developments. In lieu of these two requirements, the following information shall be required:

- 53. \_\_\_ Proposed improvements, including streets, lots, lot lines, with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing lot lines. Approximate lot areas shall indicate total lot area and lot area exclusive of land unsuitable for development.
- 54. \_\_\_ Schematic drainage plan

### **SUPPLEMENTARY INFORMATION**

- 1. \_\_\_ Administrative (filing) Fee. (See Section 9-10)
- 2. \_\_\_ If a conservation development is proposed, plans shall be submitted on the Sketch Plan Overlay Sheet:
  - \_\_\_ Conventional Plan
  - \_\_\_ Conservation Development Plan

## CONCLUSIONS/OUTCOMES FROM PRE-APPLICATION 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