

**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 and number 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. All plan sheets and related documents must be provided in portable document format (PDF) files as well. 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 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 feature 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 and location 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. Legend to explain any graphic representations or symbols on the plan.
6. \_\_\_ Plat and lot number(s) of the land being subdivided.
7. \_\_\_ Inset locus map at 1"=2000' exact or approximate scale so labeled.
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, in heavy shaded line, drawn so as to distinguish them from other property lines.
10. \_\_\_ Area of the subdivision parcel(s) in square feet 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. \_\_\_ Existing contours at intervals of two or five feet elevation relative to sea level.
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 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