

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 and number of plans 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 standard of the State of Rhode Island and Providence Plantations, Board of Registration for Professional Engineers and Board of Registration of Land Surveyors. All plan sheets and related documents must be provided in portable document format (PDF) files as well.

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 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 pre-application 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. ___ Inset locus map at 1"=2000' exact or approximate scale so labeled.
7. ___ Plat and lot number(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. ___ Perimeter boundary lines of the subdivision, in heavy shaded line, drawn so as to distinguish them from other property lines.
10. ___ Location, width, and names of existing streets within and immediately adjacent to the subdivision parcel.

11. ___ Location and dimensions of existing property lines, easements, and rights-of-way within and immediately adjacent to the subdivision parcel.
12. ___ Area of the subdivision parcel in square feet.
13. ___ 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 of two or five feet elevation relative to sea level.
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 Resources 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 to 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.

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.

- 44. ___ Site Context Map
- 45. ___ 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 the top of the base map and existing resources and site analysis maps required above (at the same scale). As an alternative, 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:

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

- 51. ___ 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:

52. ___ 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.

53. ___ 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