

**E. PRELIMINARY PLAT CHECKLIST
MINOR LAND DEVELOPMENT PROJECTS AND MINOR SUBDIVISIONS
NO PUBLIC IMPROVEMENTS**

The applicant shall submit to the Administrative Officer at least ten (10) copies of the preliminary site plans drawn to a scale of 1 inch to 40 feet. The scale and number of plans may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets 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.

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.

A. All maps required by this Checklist shall show the following information (if applicable):

1. _____ Name and location of the proposed subdivision.
2. _____ Name and address of property owner(s) and applicant.
3. _____ Name, address and telephone number of engineer and/or land surveyor.
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 must 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 buildable lots.
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. _____ Location of wooded areas and notation of existing ground cover.
16. _____ Location of wetlands or watercourses on or within 200 feet of the perimeter of the subdivision parcel. All wetland locations shall be verified by RIDEM.
17. _____ Areas of agricultural use.
18. _____ Existing contours at intervals of two or five feet elevation relative to sea level.
19. _____ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision.
20. _____ Location and dimension of all existing utilities within and immediately adjacent to the subdivision including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, storm water drainage facilities or other above or underground utilities.
21. _____ Location of historic cemeteries within or immediately adjacent to the subdivision parcel(s) (if any).
22. _____ Location of any unique natural and/or historic features, including stone walls.
23. _____ Notation on plan if the subdivision parcel(s) are located within any of the following areas:
 - _____ Natural Heritage Areas (RIDEM)
 - _____ Groundwater Protection Overlay District (Town)
24. _____ Rectangular box showing zoning district(s), dimensional requirements for each district, and the minimum dimensions actually provided.