

**I. PRELIMINARY PLAT CHECKLIST  
MAJOR LAND DEVELOPMENT PROJECTS  
AND MAJOR SUBDIVISIONS**

Preliminary Plat Map(s) - The applicant shall submit to the Administrative Officer at least ten (10) blueline or photocopies 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"x36" 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 or 3, etc.). All plan sheets and related documents must be provided in portable document format (PDF) files as well. Plans shall include a certification that all plans and improvements conform to Class I standards of the State of Rhode Island and Providence Plantations, Board of Registration for Professional Engineers and Board of Registration of Land Surveyors.

The following information shall be presented in the form of a written narrative report, supplemented as necessary with drawings, sketches or plans to convey intent. The narrative report shall include reduced sets of all drawings and plans required below on maximum 11" x 17" sheets. Initially, the applicant shall submit to the Administrative Officer at least ten (10) blueline or photocopies of preliminary plan maps required below. The number of reduced copies of the plans and narrative report shall be determined by the Administrative Officer, based upon the required distribution to the Planning Board, and other agencies listed in Supporting Materials, below.

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. Base Information**

The information below should appear on all sheets:

1. \_\_\_ Name and location of the proposed subdivision, including phase number, if applicable
2. \_\_\_ Name and address of property owner and applicant
3. \_\_\_ Name, address and telephone number of engineer, land surveyor, and landscape architect
4. \_\_\_ Date of plan preparation, with revision dates
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 or developed
8. \_\_\_ Names of abutting property owners and property owners immediately across any adjacent streets, with plat/lot numbers
9. \_\_\_ Boundary lines of the parcel, with dimensions and bearings, in heavy shaded line, drawn so as to distinguish them from other property lines
10. \_\_\_ Zoning district(s) of the land being subdivided or developed. If more than one district, zoning boundary lines must be shown
11. \_\_\_ Certification by a Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and conforms to the survey requirements to a minimum of a Class I survey
12. \_\_\_ Location of public rights-of-way and/or easements within or adjacent to the subdivision parcel
13. \_\_\_ Area of the parcel(s) in square feet being developed and proposed number of buildable lots, dwellings or other proposed improvements

14.\_\_\_\_ Location, width and names of existing streets within and immediately adjacent to the parcel being subdivided

**B. Proposed Design Conditions Plan(s):**

1.\_\_\_\_ Proposed improvements, including streets, sidewalks, trails, or bike paths, lots, lot lines, with approximate lot areas and dimensions shown. Proposed lot lines shall be drawn so as to distinguish them from existing property lines.

2.\_\_\_\_ Grading plan showing existing and proposed contours at two-foot intervals for all grading proposed for on and offsite construction, streets, drainage facilities, and grading on individual lots if part of the proposed subdivision improvement.

3.\_\_\_\_ Stormwater management plan and drainage calculations prepared by a Registered Professional Engineer. The stormwater management plan should emphasize infiltration and the low impact design, and how the selected management techniques will be operated and maintained during and after construction.

4.\_\_\_\_ Utilities plan, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, or other proposed above or underground utilities as applicable

5.\_\_\_\_ Landscaping plan, prepared by a Landscape Architect registered in the State of Rhode Island, to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation and/or landscaping on street right-of-way and upon individual lots, if part of proposed subdivision improvements. Include proposed street tree plantings, with species and size indicated. All proposed plantings should use only non-invasive plants (see URI Cooperative Extension's "Sustainable Plant List").

6.\_\_\_\_ Location, dimension and area of any land proposed to be set aside as open space (if required)

7.\_\_\_\_ Limit of disturbance line/limit of clearing, with method of tree protection, if applicable

8.\_\_\_\_ Location of proposed stump dumps

9.\_\_\_\_ Soil erosion and sediment control plan, including inspection and maintenance provisions

10.\_\_\_\_ Construction plans for access road(s) or route(s), temporary parking and storage areas, location of construction trailers, and stockpiles of soil, stone or waste materials

11.\_\_\_\_ Proposed street plans and profiles drawn at a scale of 1"=40' horizontal

12.\_\_\_\_ Proposed street cross section(s) with location of utilities indicated

13.\_\_\_\_ Proposed street names

14.\_\_\_\_ Rectangular box showing zoning district(s), dimensional requirements for each district, and the minimum dimensions actually provided.

15.\_\_\_\_ Other(s)

**D. Supporting Materials**

- 1. \_\_\_ Administrative (Filing) Fee, plus required mailing and advertising expenses
- 2. \_\_\_ Written confirmation from the RI Department for Environmental Management pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed subdivision, including any required offsite construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that the approval has been granted for the proposed site alteration.
- 3. \_\_\_ Written confirmation that the appropriate North Smithfield Water Authority has reviewed the plan and is able to provide water service (if proposed)
- 4. \_\_\_ A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary)
- 5. \_\_\_ Preliminary Subdivision Suitability Determination by the Department of Environmental Management for the use of individual sewage disposal systems (if proposed)
- 6. \_\_\_ Rhode Island Pollution Discharge Elimination System (RIPDES) permit
- 7. \_\_\_ Written confirmation that the Sewer Commission has reviewed plans for proposed sewer service, and indicating whether sewer service is (is not) available and will (will not) be required
- 8. \_\_\_ The names and addresses of owners of all properties, agencies or communities requiring notification as required by these Regulations
- 9. \_\_\_ Copies of return receipts for certified mail notices (above)
- 10. \_\_\_ Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents (specify).

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- 11. \_\_\_ Either of the following:
  - \_\_\_ a. A letter stating it is the intent of the applicant to complete the required prior to the Planning Board’s endorsement of the final plat; or,
  - \_\_\_ b. A letter requesting that security sufficient to cover the cost of required improvements as provided in Article VI be set by the Planning Board.

Initial amount set by Board: \_\_\_\_\_  
Date: \_\_\_\_\_

- 12. \_\_\_ Copy of Plan in digital format. (AutoCAD 2007 or newer)

- 13. \_\_\_ Final written comments on the Preliminary Plan by:

A. \_\_\_ Planning Department Date: \_\_\_\_\_

|        |                         |            |
|--------|-------------------------|------------|
| B.____ | Public Works Department | Date:_____ |
| C.____ | Sewer Department        | Date:_____ |
| D.____ | Building Inspector      | Date:_____ |
| E.____ | Fire Department         | Date:_____ |
| F.____ | Town Solicitor          | Date:_____ |
| G.____ | Conservation Commission | Date:_____ |
| H.____ | Police Department       | Date:_____ |
| I.____ | Other (specify)_____    | Date:_____ |

Initial amount set by Board: \_\_\_\_\_

Date: \_\_\_\_\_

13.\_\_\_\_ Open Space Use and Management Plan, including standards and methods, specific responsibilities, and funding sources. For conservation developments, see Section 4-1 (K) 5. Not required for conventional subdivisions

14.\_\_\_\_ Yield Plan, if modified from the master plan stage of review. Not required for conventional subdivisions