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 ad 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-designed 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