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).

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

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: _______________________________
<table>
<thead>
<tr>
<th>Department</th>
<th>Date</th>
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<tbody>
<tr>
<td>B. Public Works Department</td>
<td>Date: ______________</td>
</tr>
<tr>
<td>C. Sewer Department</td>
<td>Date: ______________</td>
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<tr>
<td>D. Building Inspector</td>
<td>Date: ______________</td>
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<tr>
<td>E. Fire Department</td>
<td>Date: ______________</td>
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<tr>
<td>F. Town Solicitor</td>
<td>Date: ______________</td>
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<tr>
<td>G. Conservation Commission</td>
<td>Date: ______________</td>
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<tr>
<td>H. Police Department</td>
<td>Date: ______________</td>
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<tr>
<td>I. Other (specify)</td>
<td>Date: ______________</td>
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</tbody>
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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