

**TIVERTON PLANNING BOARD
CHECKLIST FOR MAJOR LAND DEVELOPMENT / MAJOR SUBDIVISION
PRELIMINARY PLAN**

This checklist is furnished by the Planning Board to assist in the application for approval of a Major Land Development or Subdivision Preliminary Plan. It does not relieve the applicant of the responsibility to review and comply with all applicable regulations in the Tiverton Town Code.

- 12- 24 x 36 inch set of plans
- 12- Paper copies of all supporting items (or as directed by the Administrative Officer)
- Electronic set of plans and all supporting items

_____ Application Cover Sheet, Attachment 11

_____ Current filing fee: \$_____

_____ Current escrow: \$_____

_____ A notarized letter from the property owner(s) stating that the applicant has been granted the authority to proceed with the application with the owner(s) permission and consent.

Preliminary plans, stamped and signed by a Professional Land Surveyor and/or licensed Professional Engineer in the State of Rhode Island, of the subject parcel showing the following information (“NA” if Not Applicable and explain reason for exemption):

EXISTING CONDITIONS

1. _____ A general location map showing the relationship of the parcel to the area within a half-mile radius, provide an aerial photograph or satellite image clearly depicting the subject parcel
2. _____ Name of the proposed development or subdivision indicated in the Title Block
3. _____ Name and address of the property owner(s) and applicant(s)
4. _____ Copy of the Deed/Title to the subject parcel, if requested
5. _____ Name, address and telephone number of the engineer and/or land surveyor
6. _____ Assessors Plat and Lot number(s) of the parcel being developed or subdivided
7. _____ Date of plan preparation, with all revision date(s)
8. _____ Relevant references to deed and recorded plans

9. _____ Purpose statement
10. _____ True north arrow, and graphic scale (minimum of 1 inch = 100 feet)
11. _____ Names, addresses and Plat/Lot identified of abutting property owners within 200' of the subject parcel
12. _____ The names and addresses of all property owners, adjoining communities or agencies requiring notification under these regulations
13. _____ Plan legend depicting/explaining all symbols
14. _____ Class I survey, stamped and signed by a Professional Land Surveyor, include at least one (1) boundary Geo-reference point
15. _____ Location of existing and proposed permanent boundary markers
16. _____ Zoning District(s) of the parcel being developed or subdivided, with zoning boundary lines shown if there is more than one district
17. _____ District Dimensional Regulations for the subject parcel
18. _____ Density calculations based upon the exclusion of unsuitable land from the total land area of the subject parcel, include the total acreage, the acreage of unsuitable land and the resulting total number of units allowed by right
19. _____ Dimensions and total area of the subject parcel, and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subject parcel
20. _____ Location and description of all items included in the Site Analysis, Attachment 3
21. _____ Location, width, classification and names of existing public, private and paper streets within and adjacent to the subject parcel
22. _____ Location and approximate size of all existing buildings or significant above ground structures, include stone walls on the subject parcel
23. _____ Location and dimensions of all existing utilities within or adjacent to the subject parcel, include gas, electric, water/wells, sewer/OWTS and stormwater drainage facilities
24. _____ Location of any unique and/or historic features within or adjacent to the subject parcel, include historic cemeteries and access

PROPOSED

25. _____ Conditions of Master Plan approval have been satisfied/documents received
26. _____ A narrative statement regarding the potential impact of the proposed development on the neighborhood and the town, including an estimate of the population of the proposed development and an estimate of the number of school-aged children
27. _____ Written comments from the ad hoc Technical Review Committee (provided by the Administrative Officer), if requested
28. _____ Written reports/comments from adjoining communities or agencies requiring notification (provided by the Administrative Officer)
29. _____ Comprehensive Permit Supplement, Attachment 14
30. _____ Written Decision from the Zoning Board of Review if relief is required and noted on the plan
31. _____ All waivers granted by the Planning Board noted on the plan
32. _____ Written approval (Assent Agreement) from the RI Coastal Resources Management Council prior to Preliminary Plan approval of the proposed development, including any required off-site construction, if the subject parcel is within CRMC regulatory jurisdiction
33. _____ Written report or comments to address Attachment 12 if the subject parcel lies within the Natural Heritage Map area
34. _____ Written confirmation from the RIDEM Wetlands Section of verified wetland boundaries, watercourses or coastal features within the subject parcel or within 200 feet of the perimeter of the parcel
35. _____ Written confirmation from the RIDEM Wetlands Section prior to Preliminary Plan approval that plans of the proposed development, including any required off-site construction, have been reviewed and that approval has been granted for the proposed site alteration, or a Finding of No Significant Impact (FONSI), if wetlands exist on the subject parcel
36. _____ Written confirmation from the RIDEM Office of Water Resources prior to Preliminary Plan approval that the stormwater management plans of the proposed development including any required off-site construction, have been reviewed and approved for site alteration
37. _____ Written confirmation from the RIDEM OWTS Section prior to Preliminary Plan approval that plans for subdivision Soil Suitability, or OWTS permits for individual lots have been approved for the subject parcel

38. _____ Written report and approval from RIDEM prior to Preliminary Plan approval of an Environmental Site Assessment Phase III (Remediation Plan) if required
39. _____ Written confirmation from the applicable water authority prior to Preliminary Plan approval that it is able to provide water service connection with adequate volume and pressure to the subject parcel and does not create a negative impact to other users of the system
40. _____ An independent peer review hydraulic model report prior to Preliminary Plan approval, if requested
41. _____ Written confirmation from the Fire Department prior to Preliminary Plan approval that the water service connection has adequate water volume and pressure to ensure public safety
42. _____ Written confirmation from the Director of Public Works or designee prior to Preliminary Plan approval that the proposed Preliminary Plan meets town standards for stormwater control design and street design
43. _____ Written confirmation from the Tiverton Wastewater District prior to Preliminary Plan approval that it is able to provide the connection and the sewer demand for the proposed development
44. _____ Written confirmation from the Director of Public Works prior to Preliminary Plan approval that for any connection to or construction work within a town road or other right-of-way is approvable
45. _____ A Physical Alteration Permit (PAP) issued by RI Department of Transportation for any connection to or construction work within a state highway or other right-of-way
46. _____ Written confirmation from the Police Department prior to Preliminary Plan approval that the traffic study meets town standards for public safety and convenience, if requested
47. _____ Written confirmation from the Director of Public Works or designee prior to Preliminary Plan approval that the proposed public and/or private infrastructure improvement guarantee (surety) for road(s) and/or stormwater management is acceptable, funds are required prior to Final Plan recording
48. _____ Written confirmation and/or permits from any additional required federal, state or local agencies
49. _____ Proposed measures to minimize impacts to the natural topography of the site using the Low Impact Development (LID) Site Planning & Design Guidance Manual
50. _____ Proposed lot(s) with dimensions and areas, include all interior lot lines, building setback lines and street lines with dimensions indicated and drawn so as to distinguish them from existing lot lines

51. _____ Proposed structures and all accessory structures with dimensions or area indicated for a residential subdivision and total lot coverage
52. _____ Proposed structure(s) and other site improvements with dimensions or area indicated for a multi-family, commercial or industrial development and total lot coverage
53. _____ Site Plan/Design Plan review for multi-family, commercial or industrial development, Attachment 9 and Article X Design Requirements Section 23-53
54. _____ Proposed grading plan at two-foot contour intervals to show all grading for on and off-site street construction, drainage facilities and individual building sites or house lots
55. _____ Proposed Soil Erosion and Sediment Control Plan
56. _____ Proposed drainage plan, include a profile, and the extension of existing stormwater lines and the addition of on-site drainage facilities
57. _____ Drainage calculations supplementing the proposed drainage plan prepared by a licensed Professional Engineer
58. _____ Proposed Stormwater Management Plan, as required in Section 23-61 of the Regulations, to be recorded in Land Evidence
59. _____ A proposed traffic plan that prior to Preliminary Plan approval addresses the volume and means of vehicular access to and from the site onto public streets, showing the dimensions and location of driveways, curb cuts, radii and parking as well as other off-site traffic improvements necessary to ensure public safety and convenience
60. _____ Proposed street plans and street extensions with classification and dimensions, profiles and cross-sections, include typical cross-sections and paved (impervious) areas delineated on the appropriate plans
61. _____ Profiles, dimensions and cross-sections of proposed pedestrian facilities (sidewalks, bike paths, footpaths, trails)
62. _____ Location and dimensions of proposed easements and rights-of-way within the subject parcel
63. _____ Location, dimensions and area of any land proposed to be set aside as open space or to be conveyed to the Town of Tiverton for public purposes
64. _____ Proposed utilities plan, include the extension and location of gas, electric, water/wells, sewer/OWTS or other proposed utilities
Streetlights shall be reviewed and approved in accordance with Section 23-58(b)

Note: Developer will be required to prepay to the Town Clerk all costs for streetlight acquisition and installation as well as the estimated electrical bill for 36 months of usage prior to Final Plan recording

- 65. _____ Proposed screening, landscaping and maintenance plan, as well as all other landscaping materials and treatments such as paving, parking, street trees, and pedestrian amenities. The plan shall specify the location, type and size of all plantings and street trees at time of planting. The plan shall be prepared and stamped by a Rhode Island Registered Landscape Architect
- 66. _____ Proposed location, direction and footprint of illumination; power and time of proposed outdoor light, and the location of any outdoor storage areas and dumpster(s), (for multi-family, commercial and industrial project proposals only)
- 67. _____ Proposed signage plan; location, dimensions or area and total number of signs
- 68. _____ Project phasing and construction schedule
- 69. _____ Draft copies of all legal documents; legal description of property, proposed easement and rights-of-way, dedications, restrictions or other required legal documents including but not limited to covenants or Homeowners Association, Stormwater Management Plan, Landscaping Maintenance Plan, a deed conveying open space or offer of street dedication

The Planning Board reserves the right to request an independent peer review(s) of submitted documents and/or professional analysis if it determines additional information is required to reach a decision. The cost of any additional reviews must be agreed to and paid for by the applicant.

This application is deemed complete for the purpose of commencing the applicable time period for action. The Administrative Officer and/or Planning Board may subsequently require correction of any information found to be in error. Submission of additional information specific in the Regulations but not required by the Administrative Officer prior to certification may be necessary to make Findings of Fact and an informed decision.

This application is being filed for the purpose of being placed on the Planning Board agenda for review. All information in this application is complete and accurate to the best of my knowledge. I hereby authorize duly appointed members of the Tiverton Planning Board and Tiverton Conservation Commission to enter and inspect the property at reasonable times during the review and approval process for the purpose of ensuring compliance with the Land Development and Subdivision Review Regulations and with other applicable portions of the Town Code.

Signature of Applicant

Date

Print Name

Signature of Professional Land Surveyor/Engineer

Registration No.

Date

Print Name

Final written comments on the Preliminary Plan (provided by the Administrative Officer) from the as required agencies, if applicable.

MUNICIPAL DEPARTMENTS

Plans Submitted to:

Comments Received/Date

- A. _____ Public Works _____
- B. _____ Zoning Official _____
- C. _____ Building Official _____
- D. _____ Fire Department _____
- E. _____ Police Department _____
- F. _____ Conservation Commission _____
- G. _____ Applicable Water Authority _____
- H. _____ Tiverton Wastewater District _____
- I. _____ School Department _____
- J. _____ Town Solicitor _____
- K. _____ Town Administrator _____
- L. _____ Other (specify) _____

STATE AGENCIES

- A. _____ RIDEM _____
- B. _____ CRMC _____
- C. _____ RIDOT _____
- D. _____ Other (specify) _____