

**TIVERTON PLANNING BOARD
CHECKLIST FOR MINOR SUBDIVISION PRELIMINARY PLAN**

This checklist is furnished by the Planning Board to assist in the application for approval of a Minor 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
- Electronic set of plans and all supporting items (or as directed by the Administrative Officer)

_____ 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 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 deeds 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. _____ Names and addresses of 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 subdivided, with zoning boundary lines shown if there is more than one district
17. _____ District Dimensional Regulations of 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. _____ Site Analysis, Attachment 3 if required (includes Items 21-30)
21. _____ Existing contours at intervals of two feet (interpolation to 5' from U.S. geodetic 10' data may be acceptable)
22. _____ Base flood elevation data; use the North American Vertical Datum of 1988 (NAVD 88)
23. _____ The FEMA Flood Plain Map, show the entire parcel
24. _____ Show or provide a statement if the parcel contains:
_____ A Wellhead Protection Area
_____ A Groundwater Recharge Area
25. _____ Soils map of the subject parcel
26. _____ Phase I Environmental Site Assessment, written report required

27. _____ Phase II Environmental Site Assessment, written report if indicated
28. _____ Location of wooded areas and areas of active agricultural use
29. _____ Location of flagged wetland boundaries and buffer, watercourse or coastal features within the subject parcel or within 200 feet of the perimeter of the parcel.

***Note:** If there are no such wetlands or coastal features, an affidavit signed by a qualified professional (wetlands biologist, licensed Professional Engineer or Professional Land Surveyor) stating this*
30. _____ Determination if the proposed subdivision lies within the Watershed Protection Overlay District(s), or any other area designated by the town or state for purposes of environmental protection or natural or cultural resource protection
31. _____ Location, width, classification and names of existing public, private and paper streets within and adjacent to the subject parcel
32. _____ Location and approximate size of all existing buildings or significant above ground structures, include stone walls on the subject parcel
33. _____ 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
34. _____ Location of any unique and/or historic features, within or adjacent to the subject parcel, include historic cemeteries and access

PROPOSED

35. _____ Written comments from the ad hoc Technical Review Committee (provided by the Administrative Officer), if requested
36. _____ Written reports/comments from adjoining communities or agencies requiring notification prior to Preliminary Plan Approval (provided by the Administrative Officer)
37. _____ Determination letter from the Building/Zoning Official prior to Preliminary Plan approval
38. _____ Provide a narrative description if a waiver is requested
39. _____ An Environmental Review Statement (ERS) in accordance with Article VIII of the Tiverton Zoning Ordinance, if the proposed subdivision lies within a Primary Watershed Protection Overlay District, Attachment 13
40. _____ An ERS Advisory letter of review from the Tiverton Conservation Commission prior to Planning Board review if the proposed subdivision lies within a Primary Watershed Protection Overlay District

41. _____ Written approval (Assent Agreement) from the RI Coastal Resources Management Council prior to Preliminary Plan approval of the proposed development or subdivision if the subject parcel has coastal shoreline, and include any required off-site construction
42. _____ Written report or comments if the subject parcel lies within the Natural Heritage map area, Attachment 12
43. _____ Written confirmation from the RIDEM Wetlands Section prior to Preliminary Plan approval of verified wetland boundaries, watercourses or coastal features within the subject parcel or within 200 feet of the perimeter of the parcel
44. _____ Written confirmation from the RIDEM Wetlands Section prior to Preliminary Plan approval that plans of the proposed development or subdivision, including any required off-site construction, have been reviewed and approved for the proposed site alteration, or a Finding of No Significant Impact (FONSI), if wetlands exist on the subject parcel
45. _____ Written confirmation from the RIDEM Office of Water Resources prior to Preliminary Plan approval that the stormwater management plan of the proposed development or subdivision, including any required off-site construction, have been reviewed and approved for site alteration
46. _____ 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 proposed development or subdivision
47. _____ Written report and approval from RIDEM prior to Preliminary Plan approval of an Environmental Site Assessment Phase III (Remediation Plan), if required
48. _____ 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; hydraulic model data may be required
49. _____ 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
50. _____ Written confirmation from the Director of Public Works or designee prior to Preliminary Plan approval that the proposed Preliminary Plan meets town standards for the stormwater control design and street design
51. _____ Written confirmation from the Tiverton Wastewater District prior to Preliminary Plan approval that it can provide the connection and meet the sewer demand of the proposed development or subdivision

52. _____ Written confirmation from the Director of Public Works prior to Preliminary Plan approval that any proposed connection to or construction work within a town road or other right-of-way required is approvable
53. _____ A Physical Alteration Permit (PAP) issued by the RIDOT for any connection to or construction work within a state highway or other right-of -way
54. _____ 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
55. _____ Written confirmation and/or permits from any additional required federal, state or local agencies
56. _____ Proposed measures to minimize impacts to the natural topography of the site; see RI Low Impact Development (LID) Site Planning & Design Guidance Manual
57. _____ Proposed lots with dimensions and areas indicated, 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
58. _____ Proposed structures with dimensions or area indicated, include all accessory structures and total lot coverage
59. _____ Proposed grading plan at two-foot contour intervals to show all grading for on and off-site street construction, drainage facilities and individual house lots
60. _____ Proposed Soil Erosion and Sediment Control Plan, if required
61. _____ Proposed on-site drainage facilities and Stormwater Management Plan, include a profile, supplemental drainage calculations and the extension of existing stormwater lines
62. _____ Proposed streets or street extensions and dimensions; profiles and cross-sections include typical cross-sections and paved areas
63. _____ Location and description of proposed pedestrian facilities (sidewalks, footpaths, trails), include profiles and typical cross-sections
64. _____ Location, type and dimensions of proposed easements and rights-of-way within the Subject parcel
65. _____ Location and dimensions/area of any land proposed to be set aside as open space or to be conveyed to the Town of Tiverton for public purposes

- 66. _____ Proposed utilities plan, include the extension and the location of gas, electric, water/wells, sewer/OWTS, signage or other proposed utilities as applicable
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*

- 66. _____ Proposed landscaping, maintenance plan and tree preservation plan to show removal of existing vegetation, location of re-vegetation, tree planting and landscaping by a Rhode Island Registered Landscape Architect, if requested

- 67. _____ Proposed phasing schedule

- 68. _____ Draft copies of all legal documents; legal description of property, proposed easements and rights-of-way, dedications, restrictions or other required legal documents including but not limited to a Homeowners Association, Stormwater Management Plan, Landscaping Maintenance Plan, a deed conveying open space and/or offer of street dedication

The Planning Board reserves the right to request an independent peer review(s) 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 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