

**TIVERTON PLANNING BOARD  
DEVELOPMENT PLAN REVIEW  
FOR  
COMMERCIAL/INDUSTRIAL DEVELOPMENT**

This checklist is furnished by the Planning Board to assist in the application for approval of commercial/industrial Development Plan Review. It serves as a supplement to a Major Land Development Checklist or a standalone Checklist for a pre-existing commercial /industrial addition. 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.

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 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

7. \_\_\_\_\_ Date of plan preparation, with all revision date(s)
8. \_\_\_\_\_ Relevant references to deeds and recorded plats
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 and property owners immediately across any streets adjacent to the subject parcel
12. \_\_\_\_\_ 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, with zoning boundary lines shown if there is more than one district
17. \_\_\_\_\_ District Dimensional Regulations of the subject parcel
18. \_\_\_\_\_ Dimensions and total area of the subject parcel, and location and dimensions of existing property lines, easements and rights-of-way within or adjacent to the subject parcel

**Complete Items 19-29 if proposed project is an addition to a pre-existing structure  
Major Land Development includes Items 19-29, see Attachment 3**

19. \_\_\_\_\_ Existing contours at intervals of two feet (interpolation to 5' from U.S. Geodetic 10' data may be acceptable)
20. \_\_\_\_\_ Base flood elevation data; use the North American Vertical Datum of 1988 (NAVD 88)
21. \_\_\_\_\_ FEMA Flood Plain Map, show the entire parcel
22. \_\_\_\_\_ Location of a Wellhead Protection Area
23. \_\_\_\_\_ Location of a Groundwater Recharge Area
24. \_\_\_\_\_ Soils map of the subject parcel
25. \_\_\_\_\_ Phase I Environmental Site Assessment, written report required

26. \_\_\_\_\_ Phase II Environmental Site Assessment, written report if indicated
27. \_\_\_\_\_ Location of wooded areas and areas of active agricultural use
28. \_\_\_\_\_ Location of flagged wetland boundaries, watercourses 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*

29. \_\_\_\_\_ Determination if the proposed development lies within the Watershed Protection Overlay District for Stafford Pond or Nonquit Pond, or any other area designated by the town or the state for purposes of environmental protection or natural or cultural resource protection
30. \_\_\_\_\_ Location, width, classification and names of existing public, private and paper streets within and adjacent to the subject parcel
31. \_\_\_\_\_ Location and approximate size of all existing buildings or significant above ground structures, include stone walls on the subject parcel
32. \_\_\_\_\_ 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
33. \_\_\_\_\_ Location of any unique and/or historic features, within or adjacent to the subject parcel, include historic cemeteries, and access

## PROPOSED

### For Site Review:

**Complete Items 34-68 if proposed project is an addition to a pre-existing structure**

**Items 34-68 included in Major Land Development Checklists**

34. \_\_\_\_\_ Narrative statement describing potential impacts of the proposed development on the neighborhood and town
35. \_\_\_\_\_ Written comments from the ad hoc Technical Review Committee, if requested (provided by the Administrative Officer)
36. \_\_\_\_\_ Determination letter from the Zoning Official prior to approval and any granted relief noted on the plan
37. \_\_\_\_\_ All requested (and granted) waivers noted on the plan prior to approval

38. \_\_\_\_\_ Determination letter from the Building Official or designee if a Soil Erosion Sediment Control Plan is required; Chapter 65-Tiverton Code of Ordinance
39. \_\_\_\_\_ An Environmental Review Statement (ERS), in accordance with Article VIII of the Tiverton Zoning Ordinance, if the proposed development 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 development lies within a Primary Watershed Protection Overlay District
41. \_\_\_\_\_ Written approval (Assent Agreement) from the RI Coastal Resources Management Council (CRMC) prior to approval of the proposed development, including any required off-site construction if the subject parcel is within CRMC regulatory jurisdiction
42. \_\_\_\_\_ A proposed development that lies within an area designated by the town or state for purposes of environmental protection or natural or cultural resource protection, Attachment 12
43. \_\_\_\_\_ Written confirmation from the RIDEM Wetlands Section prior to 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 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
45. \_\_\_\_\_ Written confirmation from the RIDEM Office of Water Resources prior to approval, that plans of the proposed stormwater management, including any required off-site construction, have been reviewed and approved for site alteration
46. \_\_\_\_\_ Written confirmation from the RIDEM OWTS Section prior to approval that plans for the subdivision Soil Suitability or individual OWTS have been approved for the subject parcel
47. \_\_\_\_\_ Written report and approval from RIDEM prior to site plan approval of an Environmental Site Assessment Phase III (Remediation Plan), if required
48. \_\_\_\_\_ Written confirmation from the applicable water authority prior to approval that it is able to provide water service connection with adequate volume and pressure to the subject parcel and does not have a negative impact to other users of the system
49. \_\_\_\_\_ Written confirmation from the Fire Department prior to approval that the proposed water service has adequate water volume and pressure to ensure public safety

50. \_\_\_\_\_ Written confirmation from the Director of Public Works or designee prior to approval that the proposed plan meets town standards for stormwater control design and street design
51. \_\_\_\_\_ Written confirmation from the Tiverton Wastewater District prior to approval that it is able to provide a connection and meet the sewer demand for the proposed development
52. \_\_\_\_\_ 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
53. \_\_\_\_\_ Written confirmation from the Director of Public Works prior to approval that for any connection to or construction work within a town road or other right-of-way is approvable
54. \_\_\_\_\_ Written confirmation from the Director of Public Works or designee prior to approval that a proposed public and/or private infrastructure improvement guarantee (surety) for road(s) and/or stormwater management is acceptable, funds are required prior to issuance of a Building Permit
55. \_\_\_\_\_ Written confirmation and/or permits from any additional required federal, state or local agencies
56. \_\_\_\_\_ Proposed measures to minimize the impacts to the natural topography of the site using the Low Impact Development (LID) Site Planning & Design Guidance Manual
57. \_\_\_\_\_ Proposed lot dimensions and area, include interior lot lines, building setback lines and street lines with dimensions indicated and drawn to as to distinguish them from existing lot lines
58. \_\_\_\_\_ Proposed structure(s) and other site improvements with dimensions and area indicated, and total lot coverage
59. \_\_\_\_\_ Proposed grading plan at two-foot contour intervals to show grading for on and off-site street construction, drainage facilities and buildings(s)
60. \_\_\_\_\_ Proposed Soil Erosion and Sediment Control Plan
61. \_\_\_\_\_ Proposed drainage plan and Stormwater Management Plan, prior to approval, include a profile and the extension of existing stormwater lines and the addition of on-site drainage
62. \_\_\_\_\_ Drainage calculations supplementing the proposed drainage plan prepared by a licensed Professional Engineer

63. \_\_\_\_\_ Proposed street extensions and dimensions; include all means of vehicular access to the site showing driveways, curb cuts, radii, parking as well as other off-site traffic improvements necessary to ensure public safety and convenience, a traffic study may be requested prior to approval
64. \_\_\_\_\_ Proposed street and street extension plans; include dimensions and profiles, include typical cross-sections and paved areas
65. \_\_\_\_\_ Location, dimensions, profiles and cross-sections of proposed pedestrian facilities (sidewalks, footpaths, bike paths and trails)
66. \_\_\_\_\_ Location, type and dimensions of proposed easements and rights-of-way within the subject parcel
67. \_\_\_\_\_ Proposed utilities plan, include the extension and location of gas, electric, water/wells, sewer/OWTS 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 issuance of a Building Permit*
68. \_\_\_\_\_ Final copies of all legal documents prior to approval; legal description of property, proposed easements and rights-of-way, dedications, restrictions or other required legal documents including but not limited to covenants, Stormwater Management Plan, Landscaping Maintenance Plan, a deed conveying open space or offer of street dedication

**For Design Review:**

Article X. Design Requirements and Public Improvement Standards, Land Development and Subdivision Regulations for all applications

69. \_\_\_\_\_ Architectural plans with scale elevations of the building(s), as appropriate, showing dimensions of all building elements including height, length, roof pitch, door and window openings, steps, railings, and ramps; and details of surface materials, doors and windows, railings, lighting fixtures, architectural details and other exterior features including colors
70. \_\_\_\_\_ Renderings, elevation or photographs as may be required to illustrate the visual impact to the neighborhood of the proposed design for multi-family, commercial or industrial development
71. \_\_\_\_\_ Proposed landscape and maintenance plan prior to approval by a Rhode Island Registered Landscape Architect; the proposed plan as well as all other landscaping materials and treatments such as paving, parking, street trees, and pedestrian amenities shall specify the location, type and size of all plantings and street trees at the time of planting

- 72. \_\_\_\_\_ Proposed lighting plan prior to approval, include location, direction and footprint of illumination, power and time of proposed outdoor lighting
- 73. \_\_\_\_\_ Proposed signage plan prior to approval, include location(s), dimensions and area, include a rendering to illustrate the visual impact to the site and neighborhood

Construction inspections are to be performed by the town’s consulting engineer and paid for by the applicant

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 review(s) 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 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, Zoning Ordinance, 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