



# Town of East Greenwich

## Preliminary Plat Checklist Major Land Developments and Major Subdivisions

(a) *Preliminary Plat Map(s)*. The applicant shall submit to the Administrative Officer seven (7) blueline copies or photocopies of preliminary plan drawings required below, for distribution and review. Upon certification of completeness, nine (9) copies of the plans shall be submitted for review by the Planning Board. Additional plans may be required by the Administrative Officer. Each sheet shall be 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly depict all of the information required. Sheets shall be numbered for ease of reference.

Each item on this checklist must be satisfied for a project to proceed within the review process. If a particular item does not fit the circumstances or characteristics of your proposal, please indicate by entering NA (Not Applicable) in the space provided. The checklist must be filled out completely or the application will not proceed in the review process. All required copies and supporting materials must be submitted with the checklist for same to be accepted.

### TITLE BLOCK REQUIREMENTS:

1. \_\_\_ Name of the proposed subdivision.
2. \_\_\_ Name and address of property owner(s) and applicant(s) (if the owner of the record is a corporation, the name and address of the president and secretary)
3. \_\_\_ Name, address and telephone number of preparer
4. \_\_\_ Date of plan preparation, with revision date(s)(if any)
5. \_\_\_ Graphic scale (1" = 40' or larger) and north arrow with a notation as to its reference (e.g. Grid, Magnetic, or Assumed)
6. \_\_\_ Plat and lot number(s) of the land being subdivided

### PLAN INFORMATION (The plans shall include:)

7. \_\_\_ Legend depicting and defining all symbols.
8. \_\_\_ Zoning districts(s) of the land being subdivided. If more than one district, zoning boundary lines must be shown
9. \_\_\_ Perimeter boundary lines of the subdivision, drawn so as to differentiate same from other property lines. These shall be marked and numbered in the field by survey stakes to identify the limits of the property
10. \_\_\_ Area of the subdivision parcel(s) and proposed number of buildable lots
11. \_\_\_ Location and dimensions of existing streets and property lines within or forming the perimeter of the subdivision parcel(s)
12. \_\_\_ Easements, reservations, and rights-of-way within or adjacent to the subdivision parcel(s)
13. \_\_\_ Location of wooded areas and notation of existing ground cover and other natural features.

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14. \_\_\_ Location of wetlands or watercourses present on or within two hundred(200)feet of the perimeter of the subdivision parcel
15. \_\_\_ Areas of agricultural use and/or prime agricultural soils.
16. \_\_\_ Acreage of parcel to the nearest tenth of an acre. Also required shall be a zoning data table showing calculations necessary to determine conformance to zoning regulations
17. \_\_\_ All distances as measured along the right-of-way lines and existing streets abutting the property and direction to the nearest intersection with any other public street.
18. \_\_\_ Existing contours (with intervals of one (1) foot where slopes are less than fifteen (15) percent and five (5) feet where slopes are fifteen (15) percent or more) referred to Mean Sea Level, are to be indicated by a dash line. Where any changes in contours are proposed, finished grades must be shown as solid lines. Spot elevations must also be shown. At least two (2) benchmarks shall be referenced.
19. \_\_\_ Location of existing environmental features including general soil types, rock outcrops, wooded areas, watercourses, depressions, ponds, marshes, wetlands, floodplains, and other significant environmental features including previous flood elevation of watercourses, ponds and marsh areas as determined by survey. If any portion of the proposed development is located within a flood hazard area, base flood elevation data must be provided.
20. \_\_\_ Location of existing buildings, which shall remain and all other existing structures such as walls, fences, culverts, bridges, roadways, wells etc.
21. \_\_\_ Location and ownership of historic cemeteries on, or immediately adjacent to, the subdivision parcel(s)(if applicable)
22. \_\_\_ Proposed streets, lots, lot lines, with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines. Proposed streets shall be labeled with proposed names.
23. \_\_\_ For all property within a two hundred(200) foot radius as measured from the perimeter of the subject property.
  - \* The shape, dimension and area of the property;
  - \* The location of all zoning use district boundary lines;
  - \* The assessor's plat and lot numbers;
  - \* The general location, shape and use of all existing buildings and structures and improvements within a two hundred (200) foot radius of the subject property;

The above information may be shown on the site plan or on a separate sheet; a minimum scale of 1" = 100' is required.

24. \_\_\_ The proposed use or uses of land, buildings structures, and equipment and the proposed location of buildings, structures and equipment including proposed grades. Such features must be indicated on a separate drawing where required.
25. \_\_\_ The location, type and density of proposed land uses for the site to be developed. The location, dimension and area of any land proposed to be set aside as open space.

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- 26.\_\_\_\_ Sketches, renderings, elevations, photographs or scale models as needed to illustrate the visual impact on the community.
- 27.\_\_\_\_ Location, size, type of materials and means of and illumination, (if any) of all proposed signs.
- 28.\_\_\_\_ A drainage plan incorporating the change in land use and direction of stormflow through the site meeting requirements set by the Town of East Greenwich and Rhode Island Department of Environmental Management shall be submitted. The drainage plan shall consist of a plan depicting existing and proposed drainage structures, drainage basin areas and drainage flow paths. Also required shall be a report that summarizes all drainage calculations. The rational method, SCS TR20, SCS TR55 or accepted approved method shall be used for runoff calculations. The design storm condition shall be one with a twenty-five year return period. Where use of aboveground or underground retention or detention basins is proposed, the twenty-five year design storm shall be used in design calculations. If the drainage system is located in whole or in part in a special flood hazard zone as defined by FEMA, a one-hundred year design storm shall be used. Drainage calculations shall include pre-development and post-development conditions.
- 29.\_\_\_\_ All existing and proposed sanitary sewers, water mains and other utilities, whether publicly or privately owned, above or underground showing pipe sizes, grades and directions of flow shall be located. All proposed sanitary sewers, water mains and other utilities shall conform with the applicable requirements and standards of the Town and the appropriate utility.
- 30.\_\_\_\_ If a formal entranceway and/or signage is proposed, a plan for same that clearly locates and defines all improvements must be submitted. The location, type and source of all lighting must be shown on the project plans as well.
- 31.\_\_\_\_ The proposed screening and landscaping plan, as well as all other landscaping materials such as street trees and planting beds. This plan shall indicate the location, type and size of all planting and time of planting. The plan shall be prepared and certified by a registered landscape architect.
- 32.\_\_\_\_ All means of vehicular access to and from the site onto public streets showing the size and location of driveways, curb cuts, radii, parking and loading areas, and other offsite traffic improvements necessary to ensure public safety. The Permitting Authority may require the applicant to provide studies evaluating traffic and circulation impacts of the proposal.
- 33.\_\_\_\_ All proposed street plans (minimum 1"=40') with profiles (minimum 1"=4') indicating grading, and cross-sections showing width of roadway and location and width of sidewalks and if required, bikepaths. All proposed improvements must be designed and constructed according to the standards and specifications of the Town of East Greenwich. (See Appendix D for typical road profile and standards.)
- 34.\_\_\_\_ Other information that may be required to show that the details of the development plan are in accordance with all applicable requirements and standards of these Regulations and the Town of East Greenwich Comprehensive Community Plan.
- 35.\_\_\_\_ A Signature block for use by the Permitting Authority Chair or designee shall be provided on all plans and/or documents that are intended to be recorded into Town land evidence records.
- 36.\_\_\_\_ Block/space for Certification by a Registered Land Surveyor that a fully conforming perimeter survey of the land being subdivided has been performed.
- 37.\_\_\_\_ Other such information as may be required by the Planning Department or the Planning Board.

**SURVEY AND ENGINEERING STANDARDS**

Plan and survey standards shall meet the criteria set in the handbook entitled Procedural and Technical Standards for the Practice of Land Surveying, in the State of Rhode Island and Providence Plantations, effective April 1, 1994, as amended. Measurement standards for the surveys shall meet the minimum standards for Class I Surveys.

*(b) Supporting Materials.*

1. \_\_\_ Application Fee as set by the Town Council. The applicant shall also be responsible for costs associated with review, hearings, and notice, including stenographic services.
2. \_\_\_ Written confirmation from the RI Department of Environmental Management pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetland Act, as amended, that the proposed subdivision, and any off-site construction, have been reviewed and that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration.
3. \_\_\_ Approval from the Kent County Water Authority relative to provision of service to the proposed development.
4. \_\_\_ Indication from the East Greenwich Fire District that hydrant locations and extension of fire alarm to the project site are acceptable to the District.
5. \_\_\_ A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or State right-of way (if applicable).
6. \_\_\_ Approval from the RI Department of Environmental Management for the use of individual sewage disposal systems (if proposed)
7. \_\_\_ Approval from the East Greenwich Wastewater Treatment Facility. Note: If sewer service is not available in the area of the proposed development, approvals/permits shall be obtained from the RIDEM Individual Sewage Disposal System Section
8. \_\_\_ Construction plan including sequence of operation, storage of equipment and materials, disposal of spoil and debris from clearing and grubbing, grading, installation of drainage structures, utilities, curb and pavement, etc. through pavement markings. An erosion and sedimentation control plan shall also be required. If blasting is proposed a pre-condition survey of the surrounding vicinity shall be required.
9. \_\_\_ Draft copies of all legal documents describing the property, easements and rights-of-way, dedications, plat restrictions, deeds and/or other required legal documents. (List and attach.)
10. \_\_\_ A request that a security instrument that is sufficient to cover the cost of all required improvements be established by the Permitting Authority  
  
Initial amount set by Board  
Date
11. \_\_\_ Names and addresses of all property owners within a two hundred (200) foot radius of the perimeter of the property as shown on the current real estate and tax assessment records of the town including plat and lot numbers. (List to be submitted numerically by lot number and alphabetically by owners name.)

(Note: An inspection fee in the amount of 2% of the costs of all improvements shall be required.)