



# Town of East Greenwich

## **Preliminary Plat Checklist Minor Land Developments and Minor Subdivisions**

*Preliminary Plat Map(s).* The applicant shall submit a completed application form and required application fee to the Administrative Officer and seven (7) copies of the preliminary site plans for distribution and review. Upon certification of completion, nine (9) additional copies shall be submitted for distribution and review by the Permitting Authority. Additional copies may be required for referrals to the Building Official, Fire District and Police Department and r. Each sheet shall be 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered in sequence. Each item must be addressed on this checklist. If a particular item is not relevant to your proposal, please indicate by entering NA (Not Applicable) in the spaces provided. The checklist must be filled out completely and all required copies must be presented or the application will not be accepted.

### **TITLE BLOCK INFORMATION**

1. \_\_\_ Name of the proposed subdivision.
2. \_\_\_ Name and address of property owner and applicant (if the owner of the record is a corporation, the name and address of the president and secretary).
3. \_\_\_ Name, address and registration seal of engineer or surveyor preparing plans.
4. \_\_\_ Date of plan preparation, with revision date(s) (if any).
5. \_\_\_ Graphic scale (1"=100' or larger) and north arrow. A larger scale may be required by the administrative officer or Permitting Authority to adequately depict site features.
6. \_\_\_ Plat and lot number(s) of the land being subdivided.

### **PLAN INFORMATION**

7. \_\_\_ Legend depicting all plan 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 in a manner that distinguishes them 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 on the perimeter of the subdivision parcel.
12. \_\_\_ Easements, reservations, and rights-of-way within or adjacent to the subdivision parcel(s).
13. \_\_\_ Location of wooded land areas and notation of existing ground cover and other natural features.
14. \_\_\_ Location of wetlands or watercourses present on or within two hundred (200) feet of the perimeter of the subdivision parcel.

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15. \_\_\_ Areas devoted to agricultural use.
16. \_\_\_ Acreage of parcel to the nearest tenth of an acre. 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 two (2) feet are to be indicated by a dashed line. Changes in contours shall be as solid lines. Spot elevations must also be shown. A minimum of two (2) benchmarks shall be referenced.
19. \_\_\_ Location of existing environmental features including soil types, areas of rock outcrops, watercourses, ponds, marshes, wetlands, floodplains, and other significant environmental features including previous flood elevations, 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 stone walls, fences, culverts, bridges, cart paths, roadways, etc.
21. \_\_\_ Location and ownership of historic cemeteries on or immediately adjacent to the subdivision parcel(s) (if any).
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. \_\_\_ A 100 scale (minimum) plan depicting all property within a two hundred (200) foot radius as measured from the perimeter of the subject property. Noting the following:
  - \* General shape, dimension and area of the abutting properties.
  - \* The location of all zoning use district boundary lines; and
  - \* Assessor's plat and lot numbers;
  - \* General locations, use of all existing buildings and structures and improvements within a two hundred (200) foot radius of the subject property;
24. \_\_\_ The proposed use or uses of land, building 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 land use to be allocated to parts of the site to be developed. The location, dimension and area of any land proposed to be set aside as open space.
26. \_\_\_ Renderings, elevations, photos or scale models as may be needed to illustrate the visual impact of the proposal.
27. \_\_\_ Location, size, sketch and illumination of any proposed signs or entrance treatments.
28. \_\_\_ A drainage plan prepared by a registered professional engineer that incorporates the change in land use and routes of stormflow through the site to meet recommendations set by the East Greenwich Department of Public Works shall be submitted. The drainage plan shall consist of a plan showing existing and proposed drainage structures, drainage basin areas and drainage flow paths. Also required shall be a report summarizing drainage calculations. The rational method, SCS TR20, SCS TR55 or accepted approved method shall be used for runoff calculations. The design storm shall utilize a twenty-five year storm condition. If the detention or retention system is located in a special flood hazard zone, a one hundred year design storm shall be used. Calculations shall include pre-development and post-development conditions. Pre-development runoff rates based on assumption of vacant land site conditions on the site shall be maintained.
29. \_\_\_ Location of all existing and proposed sanitary sewers, water mains and other utilities, whether publicly or privately owned, showing pipe sizes, grades and directions of flow. All proposed sanitary sewers, water mains

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- and other utilities shall conform with the applicable requirements and standards of the Town and/or the appropriate utility. Final approval of utility plans by the appropriate utility authority shall be required.
30. \_\_\_ The proposed location, direction and footprint of illumination, power and time of proposed outdoor lighting, and the location of any outdoor storage areas and dumpsters. (For commercial, industrial and multi-family project proposals only.)
  31. \_\_\_ The proposed screening and landscaping plan, as well as all other landscaping materials and treatments such as paving, parking, lighting, street trees, and pedestrian amenities. This plan shall specify the location, type and size of all plantings and street trees at time of planting. This plan shall be prepared and stamped by a registered landscape architect.
  32. \_\_\_ All means of vehicular access to and from the site onto public streets showing the and size and location of driveways, curb cuts, radii, parking as well as other offsite traffic improvements necessary to ensure public safety and convenience.
  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, bike paths. All proposed improvements must be designed and constructed according to the standards and specifications of the Town of East Greenwich.
  34. \_\_\_ Any other information as may be required to show that the details of the development plan are in accordance with the standards of these regulations and Town Comprehensive Plan.
  35. \_\_\_ A signature box for use by the approving authority must be provided on all plans and/or documents to be recorded into the land evidence records of the Town.
  36. \_\_\_ Certification by a Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and conforms to the survey requirements of the State of Rhode Island.
  37. \_\_\_ Other such information as may be required by the Planning Department or the Planning Board.

**SURVEY STANDARDS**

All plans and surveys submitted shall meet the criteria set forth 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.

***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. \_\_\_ Soils map of the area.
3. \_\_\_ Written confirmation that the Kent County Water Authority has reviewed the plan and is able to provide water service (if proposed)
4. \_\_\_ If public water will not be provided, the applicant shall note proposed locations of all private wells.
5. \_\_\_ Written confirmation that the East Greenwich Sewer Department has reviewed plans for proposed sewer service, and indicates whether sewer service is (is not) available and can (can not) be supplied.

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6. \_\_\_ If Individual Sewage Disposal Systems (ISDS) are proposed to service the development, confirmation from the State Department of Environmental Management that the soils are adequate for the use of ISDS. The following items shall be provided:
  - \* Preliminary Subdivision Suitability Report
  - \* Water table verification(The plan shall also note locations of all percolation and groundwater test pits as well as the proposed locations of septic systems.)
7. \_\_\_ Construction plan including staging, storage of equipment and materials, disposal of spoil and debris from clearing and grubbing through pavement markings. A soil erosion and sediment control permit may be required if applicable.
8. \_\_\_ Draft copies of all legal documents, legal description of property, proposed easements and rights-of-way, dedications, restrictions or other required legal documents including Homeowners Associations (if applicable), warranty deed conveying open space and offer of street dedication.
9. \_\_\_ Written confirmation from the East Greenwich Fire District documenting that the District has reviewed the proposal and approves the location of hydrants (if proposed) and extension of fire alarm service to the proposed development).
10. \_\_\_ A description by name and location of all other subdivisions created by the same subdivider within the Town.
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 in order of lot numbers and alphabetically by owners name.)