



## TOWN OF SOUTH KINGSTOWN

### Planning Department

180 High Street  
Wakefield, RI 02879  
401-789-9331 (ext.1244)

### HISTORIC DISTRICT COMMISSION

## APPLICATION CHECKLIST: New Buildings & Additions

- All applications must be submitted in **both** hard-copy (*1 copy*) and digital (*PDF*) formats.
- The application date is the date the Planning Department receives the hard copy application.

	ITEM DESCRIPTION	Applicant	STAFF REVIEW
1.	Signed COA Application Form		
2.	Project Narrative		
3.	<u>Elevation Photos</u> : As required by general application Instructions.		
4.	Existing Conditions Photos:		
	(a) <u>For Developed Lots</u> : Photos showing the location of the proposed new construction from multiple perspectives.		
	(b) <u>For Vacant Land</u> : Photos showing (1) the property as a whole; (2) a view of the property from the street or other public way; (3) views of boundary line locations; (4) views of adjacent buildings and structures; and (5) views of significant features ( <i>e.g. stone walls, specimen trees and other significant mature vegetation, wetlands, bedrock outcrops or significant changes in topography</i> ).		
	(c) <u>Proposed Building Footprints</u> : Where the proposed construction includes new or expanded building footprints those footprints shall be "staked-out" in one or more of the existing conditions photographs using stakes and bright colored cord or tape.		
5.	Aerial Imagery: ( <i>available through S.K. GIS web page</i> )		
	(a) A "location view" showing (1) the subject lot relative to its neighboring surroundings, (2) subject lot boundaries, and (3) the immediately abutting lots and the lot(s) across the street, as well as the nearest intersecting street.		
	(b) A "parcel view" showing just the subject lot, with annotations showing the approximate location of any proposed building, structures, or additions.		
6.	Existing Conditions Site Plan ( <i>1 - Full Size; 1 - 11x17</i> )		
	(a) All general site plan requirements specified in Section A, below.		
	(b) Existing topographic contours (2' intervals).		
	(c) Mature vegetation and significant trees within the proposed area of disturbance with call-outs identifying those proposed for removal.		
7.	Proposed Conditions Site Plan ( <i>1 - Full Size; 1 - 11x17</i> )( <i>1 - Full Size; 1 - 11x17</i> )		
	(a) All general site plan requirements specified in Section A, below.		
	(b) Building footprints for all proposed buildings, structures, or additions shown so as to distinguish them from existing buildings and/or structures.		
7. (cont'd)	(c) Footprints of any proposed driveways, patios, walks, decks, HVAC equipment or other significant structural features shown so as to distinguish them from any existing on the subject lot.		

	(d) Proposed final grading contours.		
	(e) Landscaping proposed for screening purposes.		
<b>8.</b>	Building-permit-ready construction drawings (1 - Full Size; 1 - 11x17)		
	(a) Foundation drawings		
	(b) Exterior building elevations showing: <ul style="list-style-type: none"> <li>• Each side of the existing building from which a proposed modification/addition to that building will be visible;</li> <li>• All sides of any proposed new building.</li> </ul>		
	(c) Schedule of proposed windows and doors, including: manufacturer, model, material(s) of construction, and dimensions.		
<b>9.</b>	Manufacturer's data sheets ("cut-sheets") for all exterior building materials, including but not limited to: windows, doors, siding, trim, roofing, masonry, gutters, downspouts, shutters, and other architectural details.		
<b>10.</b>	Where deemed necessary to evaluate a project's congruity with surrounding development, the HDC may require the applicant to prepare and submit a color rendering (drawn to scale with accurate topography) showing the proposed new construction from the street, including any buildings or structures on abutting lots within 200' of the proposed new building or addition.		

<b>A. General Site Plan Requirements</b>	
1. Title Block, including: Name; Address; Phones and Emails for Owner, Applicant and Preparer; Original Plan Date & Revision Date(s); Street Address; Plat & Lot	
2. Graphic Scale	
3. True North Arrow	
4. Property Boundaries	
5. Abutting Roads (Named)	
6. Plat-Lot Nos. & Owner Names for All Abutting Lots	
7. Footprints of All Existing Buildings, Structures, Driveways, Walkways, Patios, Porches, Decks	
8. Footprints (est.) of Principle Buildings and/or Structures on All Abutting Lots	
9. Wooded Areas	
10. Freshwater Wetlands, Flagging, Buffers or Setbacks within the Proposed Area of Construction	
11. Existing Easements or Rights-of-Way	
12. Existing Stone Walls	
13. Location of Any Features of Historic or Natural Significance (or a note stating that none are present)	