

PRELIMINARY PLAN CHECKLIST
Minor Land Development Projects

To initiate the application, the applicant shall submit to the Administrative Officer:

1. The application review fee, as established by the South Kingstown Subdivision and Land Development Regulations;
2. Sixteen (16) copies of the Project Review Application Form, printed double-sided;
3. Two (2) copies of the Project Team Form;
4. One (1) notarized Owner Authorization Form for each owner of property proposed for development;
5. Six (6) full size, paper copies of each required plan, as indicated in Sections (A), (C), (D), and (E) below;
6. The number of copies of each of the required supporting materials indicated in Section (F), below, printed double-sided as may be appropriate; and
7. PDFs of all application materials (all application forms, plans, and supporting materials), which are to be uploaded to the Town's FTP site.

If subsequent submittal of a revised plan set is required, the Administrative Officer will indicate how many full size and/or reduced copies are required. Each revised plan set shall also be submitted as a PDF(s). **When the plan set is ready for review by the Planning Board, ten (10) reduced (11 x 17) copies of the plan set will be required.**

The Administrative Officer shall have the authority to determine if any of the requirements of this Checklist are not applicable to the proposed development and therefore not required for a Certificate of Completeness to be issued.

(A) Cover Sheet

The Preliminary Plan set shall include a Cover Sheet, which includes the information listed below:

1. Name of the proposed land development project
2. Plat and lot number(s) of the land being developed
3. Name and address of the applicant(s)
4. Name and address of the property owner(s)
5. Name, address and telephone number of the engineer and/or land surveyor who prepared the plan
6. Date of plan preparation, with all revision date(s), if any

7. List of sheets contained within the plan set
8. Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable

(B) Every plan sheet submitted pursuant to Sections (C), (D), and (E), below, shall contain the following information:

1. Name of the proposed land development project
2. Plat and lot number(s) of the land being developed
3. Name and address of the applicant(s)
4. Name and address of the property owner(s)
5. Name, address and telephone number of the engineer and/or land surveyor who prepared the plan
6. Date of plan preparation, with all revision date(s), if any
7. Graphic scale
8. True north arrow
9. Zoning district(s) of the land being developed; if more than one district, zoning boundary lines must be shown
10. Perimeter boundary lines of the development, drawn so as to distinguish them from other property lines, with dimensions indicated
11. Location, width and names of existing public and private streets within and immediately adjacent to the development parcel(s)
12. Perimeters of wetland areas on the development parcel(s), if any, as flagged by a certified wetlands biologist and verified by RIDEM, and associated wetland buffers as defined by RIDEM
13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the development parcel(s)
14. Coastal features adjacent to the development parcel(s), if any, as identified or flagged by a certified wetlands biologist and verified by RI CRMC, and associated wetland buffers as defined by RI CRMC

15. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the development, including base flood elevation data for applicable zones

(C) Existing Conditions Plan(s)

The applicant shall submit an Existing Conditions Plan(s), which shall accurately depict the following information, in addition to the information listed in (A), above:

1. Area of the development parcel(s)
2. Existing easements and rights-of-way within or adjacent to the development parcel(s), with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
3. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
4. Names of abutting property owners and property owners immediately across any adjacent public or private streets
5. Notation of existing ground cover with depiction of any existing wooded areas
6. Boundaries and notation of the soil types classifications for the entire area of the development parcel(s), as identified by the most recent USDA RI Soil Survey
7. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
8. Identification of areas containing prime agricultural soils and farmland soils of statewide importance, or, if no such soils are present on the site, a notation indicating such
9. Existing contours at intervals of two (2) feet
10. Accurate location, size, and use/type of existing buildings or significant above-ground structures on the development parcel(s)
11. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the development parcel(s)
12. Accurate location, size, and type of all existing above and below ground utilities, including sewer, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be present on the site or within the right of way along the property frontage

13. Location and assumed perimeter of historic cemeteries on or immediately adjacent to the development parcel(s), or, if no historic cemeteries are present on the site, a notation indicating such
14. Location of any unique historic features present on the site, including but not limited to stone walls, or if none, a notation indicating such
15. Location of any unique natural features present on the site, including but not limited to significant specimen trees, or if none, a notation indicating such
16. Notation indicating that the development parcel(s) are located or not located within the following areas of special concern:
 - a. Natural Heritage Areas, as defined by RIDEM
 - b. The area(s) under the jurisdiction of any Special Area Management Plan (SAMP) of RI CRMC, including but not limited to the Narrow River SAMP, and the Salt Ponds Region SAMP
 - c. The Town of South Kingstown Groundwater Protection Overlay District
 - d. Areas within a TMDL watershed, as identified by RIDEM and the Town of South Kingstown
 - e. An OWTS Critical Resource Area, as defined by RIDEM
 - f. A Drinking Water Supply Watershed, as defined by RIDEM
17. Notation indicating that the development parcel(s) or any building(s) within the parcel is or is not listed on the National Register of Historic Places
18. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

(D) Proposed Conditions Plan(s)

The applicant shall submit a Proposed Conditions Plan(s). Any utility, monumentation, or other physical improvement details shown within the Plan(s) shall conform to the standards found within the Subdivision and Land Development Regulations. The Proposed Conditions Plan(s) shall accurately depict the following information, in addition to the information listed in (A), above:

1. Boundaries and total area of any land classified as “unsuitable for development,” as defined by the Subdivision and Land Development Regulations

2. Location, size, and use/type of proposed buildings and structures, including proposed number of residential units per building
3. Any proposed on- and/or off-site improvements, including streets, access drives, parking areas, sidewalks and bicycle paths
4. If proposed, notation as to whether any proposed street extension or creation is to be private or public
5. If proposed, roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure, and proposed street names
6. Proposed easements and rights-of-way within the subdivision parcel(s), or those to be acquired adjacent to the development parcel(s) as may be necessary
7. Location, dimension, total area, and proposed use of land to be set aside as open space, if any
8. Proposed location, size, and type of all above ground and underground utilities servicing the property, including wastewater, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be required for site development
9. If proposed, plan and profile design information for any extension of public or private utility infrastructure
10. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM
11. Locations and types of proposed survey and open space monumentation, if any
12. Limits of disturbance/work relative to on- and off-site improvements and infrastructure installation
13. Grading plan(s), to show proposed contours at 2-foot intervals for all grading proposed for on- and off-site improvements
14. Soil erosion, run-off and sedimentation control plan(s)
15. Landscape plan(s), to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations
16. Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer

17. All utility and site improvement related details, including those related to the installation of streets, sidewalks, drainage systems, and utility infrastructure both on- and off-site, as applicable
18. Proposed phasing, including depiction of which on- and off-site improvements are to be installed in which phase, if applicable
19. Certification by a RI Registered Professional Engineer that the construction drawings are correct

(E) Open Space Use Plan (FDRPs only)

The Conceptual Master Plan submittal for any major land development project proposed as a Flexible Design Residential Projects (FDRP) shall include an Open Space Use Plan, which depicts the following:

1. The general location and area of all proposed open space
2. The general proposed use(s) of each open space area
3. Existing topography of the open space areas
4. Existing ground cover of the open space areas
5. The location and nature of any buildings, structures, stone walls, or other unique natural and/or historic features within the open space areas
6. Indication of areas of open space from which existing vegetation will be removed or altered and areas which are proposed to be disturbed or otherwise graded, excavated, or altered from their existing natural state
7. Generalized proposals for re-grading, re-vegetating, and/or landscaping of proposed disturbed areas
8. Areas proposed to be left in their existing natural states without any disturbance

(F) Supporting Materials

The following supporting materials must be submitted at the time of application:

1. **16 copies** of either:
 - A written, signed statement indicating the specific sections of the Regulations from which waiver and/or modification is requested; or
 - A written, signed statement indicating that no waivers and/or modifications are being requested

2. **16 copies** of a narrative report or written statement including:
 - A general description of the existing physical environment and existing use(s) of the property;
 - A general description of the use(s) and type(s) of development proposed;
 - A statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed development, including consideration of existing conditions and significant site features;
 - An estimate of the approximate population of the proposed development;
 - An estimate of the number of school-aged children to be housed in the proposed development;
 - A general analysis of soil types and suitability for the development proposed;
 - A statement of the potential fiscal impacts of the development on Town expenses and revenues; and
 - A description of proposed phasing, if any.
3. **10 copies** of a vicinity map drawn to a measurable scale as necessary to show the area within one-half mile of the subdivision parcel, identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations, and other significant public facilities
4. **10 copies** of an aerial photograph of the subdivision parcel(s)
5. If no freshwater wetlands and/or wetland buffers are depicted within the plan set, **2 copies** of an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision parcel(s)
6. For developments with freshwater wetlands present on the development parcel(s), **2 copies** of either:
 - An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or
 - A letter of non-jurisdiction from RIDEM
7. Either, **2 copies** of:
 - An affidavit signed by a qualified professional stating that there are no coastal features and/or buffer areas adjacent to or within the development parcel(s); or

- A Preliminary Determination, including coastal feature verification, from the Coastal Resources Management Council
8. For developments proposing service by public water, **2 copies** of a written statement from the appropriate water company or district that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
 - Confirmation that water service is available;
 - Approval of connection to the existing water main as depicted on the plan; and,
 - If extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan
 9. For developments proposing service by public sewer, **2 copies** of a written statement from the Town of South Kingstown Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
 - Confirmation that sewer service is available;
 - Approval of connection to the existing sewer main as depicted on the plan; and
 - If extension is proposed, approval of extension of the sewer main as depicted on the plan
 10. **2 copies** of drainage calculations, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system
 11. For developments proposing service by OWTS(s), **2 copies** of an On-Site Wastewater Treatment System permit issued by RIDEM
 12. For developments proposing new physical access to a State right-of-way, **2 copies** of a RIDOT Physical Alteration Permit
 13. For developments proposing use of existing physical access to a State right-of-way, **2 copies** of an amendment to the original RIDOT Physical Alteration Permit, or of a letter from RIDOT indicating that no further RIDOT approval is necessary
 14. **2 copies** of any RIDEM stormwater or other general construction permits that are required, or an affidavit, signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required
 15. **2 copies** of written confirmation that the applicable Fire District has reviewed the proposed plan(s) and approves the proposed street design relative to emergency vehicle access and fire suppression requirements
 16. A list of the names and addresses of all owners of property, agencies, or communities requiring notification of the development pursuant to the Regulations