



Town of East Greenwich

Master Plan Checklist Major Land Developments and Major Subdivisions

Upon Certification of Completeness, nine (9) copies of the plans shall be submitted for distribution to and review by the Permitting Authority, Administrative Officer, Fire District, Police Department, Director of Public Works and Town Planner. Additional plans may be required by the Administrative Officer. Plans shall include a certification by the preparer that all plans and improvements conform to all existing and amended standards of the State of Rhode Island and Providence Plantations, Board of Registration for Professional Engineers and Board of Registration of Land Surveyors. The following information shall be provided.

Unless otherwise specified, each item must be addressed on this checklist. If a particular item is not relevant to your proposal, indicate by entering NA (Not Applicable) in the space provided. The checklist must be filled out completely or the application will be returned.

(1) *Master Plan(s)*. A map or plan of the subdivision parcel showing the following 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 person or firm preparing the master plan
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 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 distinguish them from other property lines. These shall be marked 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, dwellings or other proposed improvements
11. ___ Location and dimensions of property lines within or adjacent to the subdivision parcel, easements and rights-of-way

Master Plan Checklist
Major Land Developments and Major Subdivisions

12. ___ Location, width, and names of existing streets within and immediately adjacent to the subdivision parcel
13. ___ Location of wooded areas and notation of existing ground cover and other natural features including existing trees over 6" caliper or larger measured 24 inches above grade.
14. ___ Location of wetlands or watercourses as verified by RIDEM present on or within two hundred(200)feet of the perimeter of the subdivision parcel.
15. ___ Areas of active agricultural use.
16. ___ Existing topography with minimum contour intervals of two feet
17. ___ Location and approximate size of existing buildings and significant above-ground structures on or immediately adjacent to the subdivision
18. ___ Proposals, if any, for connection with existing water supply and sanitary sewer systems or a notation that wells and ISDS are proposed.
19. ___ Provisions for collecting, retention and discharge of stormwater and site drainage.
20. ___ Location and ownership of historic cemeteries on or immediately adjacent to the subdivision (if applicable).
21. ___ Location of any unique natural and/or historic features, including stone walls and foundations.
22. ___ Proposed improvements including streets, retaining walls, lots, lot lines, with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines
23. ___ Base flood elevation data
24. ___ Other such information as may be required by the Planning Department or the Planning Board.

(2) *Supporting Materials.* The applicant shall also submit to the Administrative Officer three (3) copies of a narrative report consisting of a general description of the existing physical environment, existing use(s) of the property and a discussion and general description of the uses and type of development proposed by the applicant. Upon Certification of Completeness, nine (9) additional copies shall be submitted for distribution and review. The narrative report shall include reduced copies of all plans referenced above plus items 2-7, noted in the following section.

1. ___ Application Fee as set by the Town Council. (The applicant shall also be responsible for all costs associated with review, hearings, and notice, including stenographic services.)
2. ___ A recent aerial photograph or a blue line copy of an existing aerial photograph of the proposed subdivision parcel and surrounding area (500' perimeter minimum).
3. ___ A copy of the soils map of the subdivision parcel and surrounding area, and a general analysis of soil types and suitability for the development proposed.
4. ___ A projection of the approximate population of the proposed subdivision based upon census tract averages from the area.

Master Plan Checklist
Major Land Developments and Major Subdivisions

5. ___ A projection of the number of school-aged children to be housed in the proposed subdivision.
6. ___ Fiscal impact review of the development (as may be required by the pre-application process).
7. ___ Proposed phasing of the project.
8. ___ A location (locus) map, drawn to a minimum scale of 1" = 400' or as necessary to show the area within one-half mile of the subdivision parcel showing the location of all streets, existing lot lines, and zoning district boundaries. Schools, parks, fire stations and other significant public facilities shall be indicated on the locus map by shading and labeling the specific use.
9. ___ 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.