

## **E. CONCEPTUAL MASTER PLAN CHECKLIST** **MAJOR LAND DEVELOPMENT PROJECTS AND MAJOR SUBDIVISIONS**

The applicant shall submit to the Administrative Officer at least eight (8) blue or blackline copies of conceptual master plan maps required below. In addition, twelve (12) reduced sets of all plans on 11" x 17" sheets shall be submitted. The scale of all plans shall be sufficient to clearly show all of the information required and shall be subject to the approval of the Administrative Officer. Plans shall bear the stamp of the professional land surveyor and professional engineer who prepared them. Plans shall also be submitted on CD in AutoCAD .dwg, GIS shapefile or .dxf file format and as a PDF.

At a minimum, the following information shall be provided:

### **Master Plan Application Submission Requirements**

The submission requirements for Master Plan applications for major land developments and major subdivisions shall consist of the following five elements and shall be prepared in accordance with the drafting standards and plan requirements set forth below.

- A. Site Context Map
- B. Existing Resources and Site Analysis Map
- C. Sketch Plan Overlay Sheet
- D. Supplementary information as set forth in other parts of this ordinance
- E. Supporting Materials

### **Drafting Standards**

Unless otherwise indicated, plans shall be drawn to a scale of either 1 inch = 100 feet or 1 inch = 200 feet, whichever would best fit on a standard size sheet (24 inches x 36 inches), unless otherwise approved by the Administrative Officer. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

All sheets must contain the following basic information (if applicable):

1.  Plan title block with proposed name of the development; name(s) and address(es) of applicant(s); owner(s), and designer(s) of the plan; date prepared; revision box to identify all changes from previous submissions; plat and lot number(s) of the land being subdivided or developed
2.  Graphic scale and true north arrow
3.  Inset locus map at 1" = 2000'
4.  Zoning district(s) of the land being subdivided or developed. If more than one district, zoning boundary lines must be shown

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5.  Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
6.  Area of the parcel(s) being developed and proposed number of buildable lots, dwellings or other proposed improvements
7.  Location of existing property lines, easements and rights-of-way within or adjacent to the parcel(s) being developed
8.  Location, width and names of existing streets within and immediately adjacent to the parcel(s) being developed
9.  Names of abutting property owners and property owners immediately across any adjacent street, with plat and lot numbers also indicated

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- A.  Site Context Map - See Section 13.6
- B.  Existing Resources and Site Analysis Map - See Section 13.17
- C.  Sketch Plan Overlay Sheet - As an overlay to the Existing Resources and Site Analysis Map, the following information shall be shown so as to demonstrate to the Planning Commission that the design process provided in Section 13.4 was followed:
  1. Schematic layout indicating a general concept for land conservation and development
  2. Proposed open space areas
  3. Proposed location of buildings and major structures, parking areas, and recreational facilities. (Not required of developments involving only single household dwellings)
  4. Proposed general street layout
  5. Proposed lot lines, with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines
  6. Description of pedestrian facilities (sidewalks, footpaths, trails)
  7. Land unsuitable for development

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D. Supplementary Information - The following information shall be presented in the form of a written narrative report, supplemented as necessary with drawings, sketches or plans to convey intent. The narrative report shall include reduced copies of all plans required in No. 1 above plus items 1-14, below. The number of copies shall be determined by the Administrative Officer, based upon the required distribution to the Planning Commission, and other agencies listed in E.4, below.

- 1. Proposals, if any, for connection with existing water supply and sanitary sewer systems. If wells and ISDS are proposed, a general description of their location shall be provided.
- 2. Provisions for collecting and discharging stormwater
- 3. Density calculation based on exclusion of land unsuitable for development
- 4. Notation and description if the property being developed is located within any of the following areas:

Natural Heritage Areas (RIDEM)  FEMA Flood Plain

Zoning Overlay Districts  Groundwater Recharge Areas

Wellhead protection Areas  Narrow River Special Area Management Plan

- 5. Base flood elevation data, from FEMA maps
- 6. Location of water table test holes and soil percolation tests in areas proposed for development, with test hole data. Depth to groundwater shall be shown in locations of proposed ISDS, foundations, roadways, and stump dumps as determined by a Registered Professional Engineer or Land Surveyor
- 7. An estimate of the approximate population of the proposed subdivision
- 8. An estimate of the number of school-aged children to be housed in the proposed subdivision
- 9. Fiscal impact statement

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- \_\_\_\_\_ 10. Proposed phasing, if any
- \_\_\_\_\_ 11. Open space use plan (see IV.A.12g)
- \_\_\_\_\_ 12. Yield Plan, if modified from the pre-application stage of review
- \_\_\_\_\_ 13. Architectural schematic drawings (if 2, 3 or 4-unit dwellings are proposed)
- \_\_\_\_\_ 14. Preliminary Determination from CRMC
- \_\_\_\_\_ 15. Written statement from the North Kingstown Water Department that town water is available to the development with sufficient volume and pressure to meet fire flow requirements, based on water system model if required by the Water Department
- \_\_\_\_\_ 16. Certificate of the tax collector that all taxes due on the land have been paid prior to Conceptual Master Plan application.
- \_\_\_\_\_ 17. Such other information as may be requested by the Department of Planning and Development or the Planning Commission

E. Supporting Materials

- \_\_\_\_\_ 1. Administrative Fee: See Section 11.4.4.c (plus required mailing and advertising expenses)
- \_\_\_\_\_ 2. Project Review Fee. See Section 11.4.5
- \_\_\_\_\_ 3. Completed application signed by both the applicant and the property owner
- \_\_\_\_\_ 4. The names and addresses of owners of all properties, agencies or communities requiring notification as required by these Regulations

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5. Initial written comments on the Master Plan from the following agencies:  
*(Provided by the Administrative Officer)*

Local Agencies

A. <input type="checkbox"/> Planning Department	Date: _____
B. <input type="checkbox"/> Public Works	Date: _____
C. <input type="checkbox"/> Building Inspector	Date: _____
D. <input type="checkbox"/> Solicitor	Date: _____
E. <input type="checkbox"/> Conservation Comm.	Date: _____
F. <input type="checkbox"/> Recreation Comm.	Date: _____
G. <input type="checkbox"/> Police Dept.	Date: _____
H. <input type="checkbox"/> Fire District	Date: _____
I. <input type="checkbox"/> School Dept.	Date: _____
J. <input type="checkbox"/> Water Dept.	Date: _____
K. <input type="checkbox"/> Land Trust	Date: _____
L. <input type="checkbox"/> Narrow River Land Trust	Date: _____
M. Other (specify) _____	Date: _____

Adjacent communities (specify)

A. _____	Date: _____
B. _____	Date: _____
C. _____	Date: _____
D. _____	Date: _____
E. _____	Date: _____

State agencies

A. <input type="checkbox"/> Environmental Management	Date: _____
B. <input type="checkbox"/> Transportation	Date: _____
C. <input type="checkbox"/> Other (specify) _____	Date: _____

Federal agencies

A. <input type="checkbox"/> U.S. Army Corps Engineers	Date: _____
B. <input type="checkbox"/> FEMA	Date: _____