

**F. PRELIMINARY PLAN CHECKLIST**  
**MAJOR LAND DEVELOPMENT PROJECTS AND MAJOR SUBDIVISIONS**

**Preliminary Plat Application Submission Requirements**

The applicant shall submit to the Administrative Officer at least eight (8) blue or blackline copies of the preliminary site plans required below. In addition, twelve (12) reduced set of all plans on 11" x 17" sheets shall be submitted. Plans shall include a certification 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. Plans shall also be submitted on CD in AutoCAD .dwg, GIS shapefile or .dxf file format and as a PDF.

**Drafting Standards**

Unless otherwise indicated, plans shall be drawn at the following scales: (a) record plan, not smaller than 1" = 100'; (b) site plan, not smaller than 1" = 100'; construction plans at a scale not smaller than 1" = 50' with street plan and profile, not smaller than horizontal 1" = 50' and vertical 1" = 5'. The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 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 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.  Name, address and telephone number of engineer or land surveyor
3.  Graphic scale and true north arrow
4.  Inset locus map at 1" = 2000'
5.  Zoning district(s) of the land being subdivided or developed. If more than one district, zoning boundary lines must be shown
6.  Perimeter boundary lines of the subdivision or phase, drawn so as to distinguish them from other property lines

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7.  Area of the parcel(s) being developed and proposed number of buildable lots, dwellings or other proposed improvements
8.  Approximate area and dimensions of all lots proposed for development
9.  Location and dimensions of existing property lines, easements and rights-of-way within or immediately adjacent to the parcel being subdivided
10.  Location, width and names of existing streets within and immediately adjacent to the parcel being subdivided
11.  Names of abutting property owners and property owners immediately across any adjacent streets; with plat and lot numbers also indicated
12.  Certification by a Professional Land Surveyor that a perimeter survey of the land being subdivided has been performed and conforms to the survey requirements to a minimum of a Class I Survey

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### A Proposed Conditions Map(s) to show the following:

1.  Proposed improvements including streets, lots, lot lines, with approximate lot areas and dimensions shown. Proposed lot lines shall be drawn so as to distinguish them from existing lot lines
2.  Location of permanent stone boundary markers, including markers sufficient to delineate the location of open space areas
3.  Location and dimension of all proposed utilities within and immediately adjacent to the subdivision, including gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, stormwater drainage facilities or other proposed above or underground utilities
4.  Preliminary utility plans and profiles for water and sewer systems on a separate plan
5.  Land Unsuitable for Development and land with development limitations. See Section 14.1.1

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6.  Grading plan to show existing and proposed contours at no greater than two-foot intervals showing limits of disturbance, location of proposed houses and/or non-residential buildings and other structures, on-site sewage disposal systems, streets, entrances and exits, bicycle facilities, sidewalks and pedestrian walkways, public transportation, parking areas and driveways.
7.  Cross sections of all areas of cuts and fills showing existing and proposed surface elevations and verified wet season maximum ground water elevation
8.  Calculations of volume in cubic yards of net requirement of soil materials (loam, sand, gravel) to be removed from the site or brought to the site as borrow material
9.  Maintenance plan and program for drainage detention/retention systems and swales, with proposed erosion and sediment controls
10.  Landscaping plan with specifications for landscaping of drainage detention/retention basins, restoration and revegetation for erosion and sediment controls, and restoration of existing disturbed open space
11.  Soil erosion and sediment control plan
12.  Proposed street plan and profiles drawn at a scale no smaller than 1" = 50' horizontal and 1" = 5' vertical
13.  Street cross-sections, with location of utilities indicated
14.  Construction notes and details
15.  Proposed street names
16.  Proposed sidewalks or bike paths
17.  Boundaries of land proposed for dedication to the town
18.  Street lighting plan (if required)
19.  Proposed street trees, with planting plan and specifications for proposed species, size and planting details

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20.  Proposed drainage plan showing surface and subsurface drainage facilities, lengths, slope, types and sizes of storm sewers and mathematical computations prepared by a registered professional engineer certifying that the proposed drainage system is adequate to service the drainage area in which the subdivision is located. See Article 14.
21.  Location, dimension and area of any land proposed to be set aside as open space
22.  Location of proposed stump dumps with depth to groundwater
23.  Location of temporary access roads and other temporary construction activities
24.  Open space use and management plan. See Section 13.12.g
25.  Yield Plan, if modified from the master plan stage of review

### Supporting Materials

1.  Administrative Fee. See Section 11.4.4.c
2.  Written confirmation from the RI Department of Environmental Management pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed subdivision, including any required off-site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration.
3.  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 water department
4.  A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary).
5.  Preliminary Subdivision Suitability Determination by the Department of Environmental Management for the use of individual sewage disposal systems (if proposed).
6.  Final approval from the Coastal Resources Management Council (if applicable).
7.  Approval from the US Army Corps of Engineers (if applicable)

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8.  All other state and federal agency approvals (as applicable)
9.  The names and addresses of owners of all properties, agencies or communities requiring notification as required by these Regulations
10.  Copies of return receipts for certified mail notices (No. 9, above)
11.  Two draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents

Specify \_\_\_\_\_

12.  Proposed arrangements for completion of the required public improvements, including construction schedule and financial guarantees. See Article 7.0
13.  Statement identifying any waivers from development standards, zoning variances or special use permits required or requested.
14.  Final written comments on the Preliminary Plan by the following:  
*(Provided by the Administrative Officer)*

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"/> Other (specify) _____	Date: _____

15.  Completed application signed by the applicant and the property owner
16.  Letters of approval from utility companies (as applicable)
17.  Letters of approval from the Town Council or appropriate state or federal agency for the construction of any off-site improvements (if required)
18.  Density calculation based on land suitable for development

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19.  Aerial photograph at a scale not less than 1" = 400' showing the areas within a radius of one-half mile of the proposed project site.
20.  Certificate of the tax collector that all taxes due on the land have been paid prior to Conceptual Master Plan application.
21.  Such other information as may be requested by the Department of Planning and Development or the Planning Commission.