

APPENDIX C

MINOR SUBDIVISION APPLICATION AND CHECKLIST

**APPLICATION FORM AND SUBMISSION CHECKLIST FOR
MINOR SUBDIVISIONS**

Minor Subdivision - A plan for a **residential** subdivision of land consisting of **five (5) or fewer units or lots**, provided that such subdivision does not require waivers or modifications.

The following completed application form together with the appropriate materials from Items A, B, C, D, and E for either a preliminary or a final application, as indicated on the attached checklist, shall be submitted to the Administrative Officer at least three weeks prior to the regularly scheduled meeting of the Planning Board.

Date Submission Due _____ Planning Board Meeting Date _____

APPLICATION FORM

Type of Application: Preliminary _____ Final: _____

1. Name of proposed subdivision: _____

Name, address and telephone number of property owner: _____

2. Name, address of applicant, if different from owner: (A written, notarized confirmation from property owner authorizing the applicant to make the submission shall also be submitted): _____

3. Plat and lot number(s) of the parcel being subdivided: _____

4. Area of the subdivision parcel(s): _____

5. Zoning District(s), including any special Town or State overlay districts (i.e. Historic District, CRMC Jurisdiction, etc): _____

6. Name and owner of existing streets or rights of way within and immediately adjacent to the parcel being subdivided: _____

7. Proposed number of buildable lots: _____

8. If a street creation or extension is proposed, attach a list of the names and current mailing addresses (and on mailing labels) of property owners within notice area (See Section 8.5) from the current real estate and assessment records of the Town, including plat and lot numbers.

Signed by Owner/Applicant: _____ Date _____

Notarized:

Subscribed and sworn to before me this _____ day of _____, 19__.

NOTARY PUBLIC

SUBMISSION CHECKLIST MINOR SUBDIVISION

P = Preliminary
F = Final

			Date & Initials of Reviewer
P	F		
NOTE: All plan sheets must include Title Block and items B 1-7.	•	•	
A. Plan of Existing Conditions - Five (5) blue-line or photocopies of a plan at a scale of 1" = 40' (minimum size of 8 1/2" x 11", maximum size of 18" x 24") showing the entire tract under the applicant's ownership as it currently exists, including location and dimension of existing lots, easements and rights-of-way, and all natural and man-made features.	•		
B. Subdivision Plans - Preliminary Plans - Five (5) blue-line or photocopies shall be submitted for distribution to and review by the Technical Review Committee. Each sheet shall be a minimum size of 8 1/2" x 11" and a maximum size of 18" x 24" at a scale of 1" = 40' with a sufficient number of sheets to clearly show all of the information required. Sheets shall be numbered sequentially (e.g. sheet 1 of 3, 2 of 3, etc.)	•		
Final Plans - Five (5) blue-lines or photocopies shall be submitted for distribution to and review by the Technical Review Committee. Upon certification of completeness, one (1) reproducible mylar*, three (3) blue-lines or photocopies, and one electronic AutoCAD file of all plans shall be submitted; however, if a street connection or extension is proposed, one (1) reproducible mylar*, six (6) blue-line or photocopies, and one electronic AutoCAD file of all plans shall be submitted. Each sheet shall be a maximum size of 18" x 24" at a scale of 1" = 40' [unless otherwise specified by the Planning Board]; two of these sheets shall include the assessor's numbers, signed by the Tax Assessor. The subdivision plans shall contain the following:		•	
1. Name and address of property owner or applicant;	•	•	
2. Name, address, and telephone number of preparer;	•	•	
3. Assessor's Plat and Lot Numbers;	•	•	
4. Zoning District of the land; if the zone splits the property, the zoning boundary must also be shown;	•	•	
5. Date of plan preparation, with revision date(s) (if any);	•	•	
6. Graphic scale (1" = 40' or larger) and north arrow;	•	•	
7. Legend showing all symbols;	•	•	
8. 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;	•	•	
9. Names of abutting property owners and property owners across any adjacent streets;	•	•	

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10. Location and dimensions of existing property lines, easements, reservations, and rights-of-way within or immediately adjacent to the parcel being subdivided;	•	•	
11. Location of all existing utilities (gas, water, sewer, electric); including abandoned wells and individual sewage disposal systems with a notation as such;	•	•	
12. Location of all proposed utilities;	•	•	
13. Location, width and names of existing streets; and, if street creation or extension is proposed, the location, width and names of the proposed streets;	•	•	
14. Location of proposed permanent bounds (documentation that all proposed bounds have been set shall be provided prior to Final plan recording);	•	•	
15. Location and number of all proposed lots, with accurate areas, dimensions and angles indicated;	•	•	
16. Location, size, and proposed use of existing buildings and structures including historic designation, if any;	•		
17. Location of wooded areas with a notation of existing trees with a twelve inch (12”) or larger caliper, if any;	•		
18. Existing contours with intervals of two (2) feet;	•		
19. Notation as to the flood zone of the subject property;	•		
20. Location of agricultural areas, if any;	•		
21. Location of other significant existing natural and manmade environmental features including rock outcrops and stone walls, if any;	•		
22. Location of historic cemeteries on or immediately adjacent to the subdivision parcel, if any;	•		
23. Location of any wetlands, watercourses or their buffers (perimeter wetlands) present on the subdivision parcel as determined by a RIDEM qualified biologist; {in accordance with RIDEM Wetland Regulations},	•		
24. The location, dimension and area of any land proposed to be set aside as open space, or drainage, or conveyed to the Town for public purposes, if any;	•	•	
25. Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated;	•	•	
26. Notation of special conditions of approval imposed by the Planning Board (if any);		•	
27. Notation of any permits and agreements with State and Federal Reviewing agencies (if any);		•	
28. Vicinity Map to show location of property;	•	•	
29. A place for the signatures of the Planning Board Chair or Designee must be provided on all plans and /or documents to be signed by the Planning Board;		•	

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30. Certification by a Registered Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to <u>Procedural and Technical Standards For the Practice of Land Surveying In the State of Rhode Island and Providence Plantations</u> as prepared by the Rhode Island Society of Professional Land Surveyors, Inc., April 1, 1994, as amended. Measurement standards for surveys shall meet the minimum standards for Class I Surveys;	•	•	
C. Construction Drawings - Six (6) blue-line or photocopies of preliminary and final construction plans of proposed street and drainage structures drawn to a minimum scale of 1 inch to 40 feet (1"=40') for referral to the Technical Review Committee. Each sheet shall be no larger than 18" by 24", 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 construction plans shall be certified as correct (stamped and signed) by a Registered Professional Engineer:	•	•	
1. <u>If a street creation or extension is proposed:</u> a. <i>Street Plans</i> (minimum scale of 1"=40' horizontal) with profiles (minimum 1"=4' vertical) indicating the street center line, curblines, and the existing elevations of the ground at the street center line, location and size of proposed sewer lines, water lines and other underground utilities; and, street cross-sections showing width of right-of-way, roadway; and, if required location and width of sidewalks. Street plans shall also include all connections to existing public streets including curb cuts, parking and loading areas and other off-site traffic improvements necessary to ensure public safety; and, stubs for future connections to future streets in adjacent vacant lands.	•	•	
Plans showing street names and hydrant locations approved by the Fire Chief;			
2. If street creation or extension is proposed, or if required by TRC, drainage plans to show the existing and proposed drainage structures, drainage basin areas and drainage flow paths. Also included shall be report summarizing drainage calculations (See Appendix F);	•	•	
3. If street creation or extension is proposed, or if required by TRC, grading plans to show proposed contours at two (2) foot intervals for all proposed grading;	•	•	
4. If street creation or extension is proposed, or if required by TRC, proposed landscaping plan (See Appendix F);	•	•	
5. If street creation or extension is proposed, or if required by TRC, proposed Construction Schedule identifying expected start and finish times for major construction tasks;	•		
6. Soil erosion and sediment control plan, if required in accordance with Appendix F.	•	•	

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7. Temporary Improvements, if any, in accordance with Appendix F	•		
8. Physical Alteration Permit (PAP), if required, from RI Department of Transportation	•		
9. If any streets, areas, or facilities are to be dedicated to the Town of Bristol, a statement shall be added to all final plat plans stating that such dedication shall not impose any duty or responsibility upon the Town of Bristol to maintain or improve any dedicated streets, areas, or facilities until specifically authorized by the Town Council per Section 6.7 of these regulations.		•	
D. Supporting Materials	•	•	
1. A reduced copy of all plans required in Items A, B and C above (minimum size of 8 1/2" x 11", maximum size of 11" x 17");	•	•	
2. A copy of the current deed and title certificate of an attorney certifying title to the subject property including any encumbrances, easements, and/or temporary or permanent restrictions on said property;	•		
3. If a street creation or extension is proposed, a radius map showing the property within the notice area, as designated in Section 8.5, including: <ul style="list-style-type: none"> a. the shape, dimension, and area of the property; b. location of all zoning district boundary lines; c. the assessor's plat and lot numbers; d. the general location, shape, use, and historic designation of all existing buildings, structures, and improvements; The above information may be shown either on the subdivision plan or on a separate sheet not larger than 11" x 17" with a scale as appropriate;	•		
4. Two signed final copies of all legal documents, including proposed easements and rights-of-way, offer to convey public streets, creating Homeowners Association (if appropriate) deed transferring open space, dedications, restrictions, or other required legal documents, if any;		•	
5. Written confirmation from the RI Department of Environmental Management that the 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;	•	•	
6. In lieu of item 5 above, an affidavit signed by a qualified professional (having minimum qualifications as described by the RIDEM Department of Freshwater Wetlands) stating that there are no freshwater wetlands or wetland buffers (perimeter wetlands) present on the property being subdivided {in accordance with RIDEM Wetland Regulations};	•	•	
7. Preliminary determination from the Coastal Resources Management Council if the parcel to be subdivided is subject to the jurisdiction of this agency;	•	•	

8. A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or State right-of-way (if applicable);	•	•	
9. Water Service (if proposed):			
a. Written confirmation that the Bristol County Water Authority has reviewed the plan is able to provide water service;	•		
b. A copy of the water contract covering the installation of water service or written confirmation that a contract has been executed or will be executed upon approval by the Planning Board (a copy of the executed contract must be submitted to the Planning Board prior to recording the plan);		•	
10. Sewer:			
a. Written confirmation from the Bristol Water Pollution Control Facility certifying that the subdivision can tie into the Bristol Sewer Service;	•		
b. If Individual Sewage Disposal Systems are proposed, either a preliminary subdivision suitability report or a water table verification from the Rhode Island Department of Environmental Management indicating that the soil and water table within the proposed subdivision are suitable for the safe and proper operation of individual sewage disposal systems;	•		
11. Certification from the Tax Collector that all property taxes are current;	•	•	
12. Minor subdivision application form and attachments (i.e. mailing labels);	•		
13. Report from Technical Review Committee;	•	•	
14. Any other information which the Planning Board deems necessary to adequately review the application.			
E. Payment of Required Fees - Payment of the following fees or posting of financial guarantees, if required, to be prior to endorsement by the Planning Board:			
1. Application fee;	•	•	
2. Final plat recording fee;		•	
3. Engineering Review Fee;	•		
4. Performance bond or other financial guarantees (if applicable);		•	
5. Fees in-lieu of land dedication (if applicable);		•	
6. Engineering Inspection Fee (if applicable);		•	
7. Maintenance bond for acceptance of public improvements (if applicable);		•	
8. Receipt that all other fees to outside agencies have been paid by the applicant (if applicable).		•	

* Mylar plans shall be on polyester film, single matte with a thickness of 3 mils (.003 inches), and must have an opacity so as to allow consistent computer scanning. All plans shall be prepared using a compatible ink with excellent cohesiveness which will produce a permanent bond and result in a plan with long term durability. All signatures must be in black India ink or its equal.