

APPENDIX D

**MAJOR SUBDIVISION AND MAJOR LAND DEVELOPMENT
APPLICATION AND CHECKLIST**

APPLICATION FORM AND SUBMISSION CHECKLIST FOR MAJOR LAND DEVELOPMENTS AND MAJOR SUBDIVISIONS

Major Subdivisions - A plan for a **residential** subdivision of land **consisting of more than five lots**; or, a plan for a **nonresidential subdivision** of land.

Major Land Development - A plan for a residential or nonresidential land development project as defined in Article VIII of the Zoning Ordinance.

The completed application form together with the appropriate materials from Items A, B, C, D, and E for either a Master Plan, Preliminary or Final application as indicated on the 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: Please check one:

_____ **Master Plan** - An overall plan for a proposed project site outlining general, rather than detailed, development intentions. *NOTE:* The entire property under the applicant’s ownership shall be shown on the Master Plan with all proposed development indicated, including future phases. Failure to show the entire property and all proposed development may result in forfeiture of future development rights on the property.

_____ **Preliminary** - The stage, following Master Plan, at which time all required detailed engineering drawings and all required State and Federal Permits shall be submitted.
Indicate date of Master Plan Approval: _____
Indicate dates of all extensions: _____

_____ **Final** - The stage, following Preliminary, which is the last stage of review.
Indicate date of Preliminary Plan Approval: _____
Indicate dates of all extensions: _____

APPLICATION FORM, CONT.

- 1. Name of proposed subdivision: _____
- 2. Name, address and telephone number of property owner (if the owner of record is a corporation, the name and address of the president and secretary): _____

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

- 4. Plat and lot number(s) of the parcel being subdivided: _____
- 5. Area of the subdivision parcel(s): _____
- 6. Zoning District: _____
- 7. Names of existing streets within and immediately adjacent to the parcel being subdivided with notation as to whether Town, State or Private. Include right-of-way and pavement widths:

- 8. Attach a list of the names and current mailing addresses (and on mailing labels) of property owners within notice area radius (See Section 8.5A) 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
MAJOR LAND DEVELOPMENTS AND MAJOR SUBDIVISIONS**

M = Master Plan
P = Preliminary
F = Final

	M	P	F	Date & Initials of Reviewer
NOTE: All plan sheets must include Title Block as well as items B 1-8 below.	•	•	•	
A. Plan of Existing Conditions - Five (5) blueline 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/Land Development Drawing(s) - Master Plan and Preliminary Plans - Five (5) blueline 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 24" x 36" at a scale of 1" = 40', unless determined otherwise at the Pre-Application Conference, 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) bluelines or photocopies shall be submitted for distribution to and review by the Technical Review Committee. Upon approval, one (1) reproducible mylar*, six (6) blueline or photocopies, and one electronic AutoCAD file of all plans shall be submitted. Each sheet shall be a maximum size of 24" x 36" 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 of the proposed subdivision; including phase numbers, if any	•	•	•	
2. Name and address of property owner or applicant;	•	•	•	
3. Name, address and telephone number of person or firm preparing the plan;	•	•	•	
4. Date of plan preparation, with revision date(s) if any;	•	•	•	
5. Graphic scale (1"=40' or larger) and north arrow;	•	•	•	
6. Plat and lot number(s) of the land being subdivided;	•	•	•	
7. Legend showing all symbols;	•	•	•	
8. Zoning districts(s) of the land being subdivided and the abutting and adjacent properties. 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;	•	•	•	

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10. Names of abutting property owners and property owners across any adjacent streets;	•	•	•	
11. Area of the entire proposed development parcel(s);	•	•	•	
12. Location and number of all proposed lots, with accurate areas, dimensions and angles indicated; including a zoning data table showing calculations necessary to determine conformance to zoning regulations;	•	•		
13. Location, names, right-of-way and pavement widths of existing and proposed streets within and immediately adjacent to the subdivision parcel;	•	•	•	
14. Location, size and proposed use of existing buildings and structures, including historic designation, if any;	•	•	•	
15. Location of existing utilities including wells and individual sewage disposal systems (abandoned utilities must be shown and noted as such);	•	•	•	
16. Provisions for collecting and discharging stormwater;	•			
17. Location, scale, massing, height, (including relationship to existing and proposed grades) and dimensions of proposed structures, if any; including; floor area ratios, lot coverage and total building square footage; this information may be provided on a separate sheet, if necessary;	•	•	•	
18. Location of proposed permanent bounds (documentation that all proposed bounds have been set shall be provided prior to Final plan recording);		•	•	
19. Location of existing environmental features including general soil types, rock outcrops, surface water, wetland areas, wooded areas and major trees twelve (12) inch caliper or larger, and any other significant environmental features, if any;	•	•		
20. Existing contours with minimum intervals of two (2) feet; where any changes in contours are proposed, finished grades must be shown as solid lines. Spot elevations must also be shown with at least two (2) benchmarks referenced;	•	•		
21. Location of any wetlands, watercourses or their buffers (perimeter wetlands) present on the subdivision parcel, as determined by a RIDEM qualified wetlands biologist {in accordance with RIDEM Wetland Regulations};	•			
22. Notation as to flood zone of the property including base flood elevation data;	•	•		
23. Areas of agricultural use, (if any);	•	•		
24. Location of historic cemeteries on or immediately adjacent to the subdivision (if any);	•	•		
25. Location of any unique natural and/or historic features, including stone walls;	•	•		
26. Location, dimension, and area of any land proposed to be set aside as open space, recreation, or drainage or conveyed to the Town for public purposes;	•	•	•	
27. Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated;		•	•	

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28. Notation of special conditions of approval imposed by the Planning Board (if any);		•	•	
29. Notation of any permits and agreements with State and Federal Reviewing agencies (if any);		•	•	
30. A place for signatures of the Planning Board Chair or Designee must be provided on all plans and/or documents to be signed by the Planning Board;	•	•	•	
31. 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> , effective April 1, 1994, as amended. Measurement standards for the surveys shall meet the minimum standards for Class I Surveys.		•	•	
C. Construction Drawings - Six (6) blueline or photocopies of preliminary and final construction plans of 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 24" by 36", 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 street creation or extension is proposed:</u>				
a. <i>Streets Plan and Profile:</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 size, rim and invert elevations 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.				
b. Street plans shall also include all vehicular access to and from the site onto public streets including the size and location of curb cuts, driveways, 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. NOTE: The Planning Board may make any referrals and require of the applicant any studies it deems necessary to evaluate traffic and circulation plans.				

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C. Construction Drawings, cont.		•	•	
2. For phased projects, as-built drawings for the previous phase;		•	•	
3. Drainage and Utility Plans to show the existing and proposed drainage structures, drainage basin areas, drainage flow paths, and outfalls with water quality measurements, including all utilities such as sewer, water, electric, gas, fire alarm cable, telephone and cable TV, manholes, valves, hydrants. Also included shall be a report summarizing drainage calculations; drainage plans and drainage calculations shall be prepared by a Registered Professional Engineer;		•	•	
4. Additional plans with appropriate construction details and construction notes for street pavement, sidewalk, drainage structures, street lighting, exterior site lighting/photometrics plan (Major Land Developments only), sanitary structures, water line and water line structures, trench excavation, and steep slope excavation, if applicable;		•	•	
5. Grading plans to show proposed contours at two-foot intervals for all grading proposed for on and off-site street construction, drainage facilities, and upon individual lots if part of proposed subdivision improvements;		•	•	
6. Soil erosion and sediment control plan in conformance with Appendix F, if required;		•	•	
7. Landscaping plan as detailed in Appendix F;		•	•	
8. Plans showing street names and hydrant locations approved by the Fire Chief;		•	•	
9. Construction Schedule identifying expected start and finish times for major construction tasks;		•		
10. Temporary improvements, if any, in accordance with Appendix F;	•	•		
11. A traffic flow plan showing circulation patterns within the development;		•		
12. 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. 12 reduced copies of all plans required in Items A, B, and C above (minimum 8 1/2" x 11" and maximum 11" x 17");	•	•	•	
2. One (1) copy of a narrative report providing the general description of the proposed development and phasing if any, including the proposed financing and present ownership of all of the land included within the development; if the applicant does not own all the land, then explain how it will be assembled or how site control will be achieved;	•			

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3. One (1) copy of a current deed and an Attorney’s certificate certifying title, including encumbrances, easements, and/or temporary or permanent restrictions on the property;		•		
4. A list of consultants (i.e. engineering, planning, environmental) to be used on the project;		•		
5. A vicinity map, (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;	•			
6. A list of the names and mailing addresses as shown on the current real estate and assessment records of the Town for the property owners within the notice area; (See Section 8.5) this information shall also be on mailing labels;	•	•		
7. A radius map, showing the property within the notice area (See Section 8.5) including: a. the shape, dimension and area of the property; b. the location of all zoning use district boundary lines; c. the assessor's plat and lot numbers; and, d. the general location, shape, use; and if any, historic designation of all existing buildings and structures and improvements; The above information may be shown on an 11” x 17” plan at a scale as appropriate;	•			
8. Architectural elevations (with measurements as needed for each interpretation) and of all exterior facades of proposed or existing buildings, structures and equipment including type and color of materials to be used; elevations shall be at an appropriate scale as determined at the preapplication stage;	•			
9. Legal documents describing the property, 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:				
a. Two draft copies for review by the Planning Board Solicitor;	•			
b. Two signed final copies;		•		
10. 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;		•		

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11. In lieu of item 10 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 their buffers (perimeter wetlands) present on the property being subdivided {in accordance with RIDEM Wetland Regulations};		•		
12. Preliminary determination from the Coastal Resources Management Council if the parcel to be subdivided is subject to the jurisdiction of this agency;		•		
13. 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);		•		
14. Water Service (if proposed):				
a. Written confirmation that the Bristol County Water Authority has reviewed the plan and 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 prior to endorsement by the Planning Board);			•	
15. Sewer:				
a. Written confirmation from the Bristol Water Pollution Control Facility certifying that the subdivision can tie into the Bristol Sewer Service; or,		•		
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;		•		
16. Certification from the Tax Collector that all property taxes are current and that sewer assessments and sewer use fees are paid;			•	
17. A letter stating it is the intent to complete the required improvements prior to Planning Board endorsement of the final plat or a letter requesting that a security sufficient to cover the cost of required improvements be set by the Planning Board, along with a construction cost estimate for improvements;		•		
18. Application form;	•	•	•	

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19. Initial written comments on the Master Plan and final written comments on Preliminary from the following agencies: a. _____ Planning Board Engineer Date: _____ b. _____ Water Authority Date: _____ c. _____ Sewer Department Date: _____ d. _____ Building Inspector Date: _____ e. _____ Planning Department Date: _____ f. _____ Department of Public Works Date: _____ g. _____ Fire and Police Date: _____ h. _____ Conservation Commission Date: _____ i. _____ Other Local Agencies, Specify: _____ Date: _____ j. _____ Adjacent Community (Warren) Date: _____ k. _____ RI Dept. of Environmental Management Date: _____ l. _____ RI Dept. of Transportation Date: _____ m. _____ Coastal Resources Date: _____ n. _____ Other State Agencies, Specify: _____ Date: _____ o. _____ FEMA Date: _____ p. _____ Other Federal Agencies, Specify: _____ Date: _____ NOTE: REFERRALS TO THE ABOVE AGENCIES WILL BE MADE BY PLANNING DEPARTMENT STAFF.	•	•		
20. Report and recommendations from the Technical Review Committee;	•	•		
21. Approvals from other Town Boards and commissions, as appropriate;		•	•	
22. Approvals from other State Agencies, as appropriate;		•		
23. Such other information as may be required to show that the details of the proposal are in accordance with this section and all other applicable requirements and standards of these Regulations.	•	•	•	
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. Engineer Review and Inspection Fee;	•	•	•	
4. Performance guarantee or other financial guarantees (if applicable);			•	
5. Fees in-lieu of land dedication (if applicable);			•	
6. Maintenance guarantee for acceptance of public improvements (if applicable);			•	
7. Receipt that all other fees to outside agencies have been paid by applicant, if any;			•	
8. Mapping fees shall be paid to the Tax Assessor prior to recording plan.			•	

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Other Requirements: The following items may be required based on the presence of certain site conditions as indicated at the Pre-application or Master Plan stage of review. The applicant shall have any required items prepared by a qualified party.				
1. Fiscal impact statement (see Section 6.6);		•		
2. Completed Environmental Impact Assessment statement for the proposed development (see Section 6.6);		•		
3. Archaeological Study;		•		
4. Traffic Impact Study,		•		
5. Phase 1 Environmental Site Assessment (ESA), conducted by a qualified professional consultant, as may be requested at the pre-application stage. If the Phase 1 indicates suspect environmental site conditions, then a Phase 2 ESA shall be conducted by a qualified professional consultant prior to preliminary plan approval;	•	•		
6. Perspective drawings, view shed maps, line of site diagrams, sketches, renderings, photographs or scale models as needed to illustrate the visual impact on the community;	•			
7. Flood plain compensation calculations;		•		
8. Historic District Commission Certificate of Appropriateness, if the project requires Historic District Commission review and approval.		•		

* 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.