

APPENDIX E

DEVELOPMENT PLAN REVIEW APPLICATION AND CHECKLIST

**APPLICATION FORM AND SUBMISSION CHECKLIST FOR
DEVELOPMENT PLAN REVIEW (A.K.A. SITE PLAN REVIEW)**

Development Plan Review - A process whereby the Planning Board or Technical Review Committee (TRC) reviews the site plans, maps and other documentation of a development to determine the compliance with the stated purposes and standards of the Zoning Ordinance and these Regulations. (see also Article V of the Zoning Ordinance).

TRC Review - Development Plans for uses permitted by right (i.e. designated with a "Y" in the Land Use Table) and which do not need waivers are reviewed by the TRC. (See Section 3.2) Please submit the following completed application form, together with all of the appropriate materials listed in Sections A, B, and C of the checklist (Preliminary and Final) to the Administrative Officer.

Date of Submission _____ TRC Meeting Date _____

Planning Board Review - Development Plans for uses which require a variance or special use permit, or require a waiver, are reviewed by the Planning Board. Please submit the following completed application form, together with the appropriate materials listed in Sections A, B, and C as indicated on the attached checklist (for either Preliminary or Final Review as appropriate), to the Administrative Officer at least three weeks prior to the regularly scheduled meeting of the Planning Board. (See Article 4 of these Regulations).

Date Submission Due _____ Planning Board Meeting Date _____

APPLICATION FORM

1. Name of proposed development: _____
2. Name, address and telephone number of property owner: _____

3. Name and 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): _____

4. Plat and lot number(s) of the parcel being developed: _____
5. Area of the subject property: _____
6. Zoning District (including any Special Districts): _____

7. Names and owners of existing streets or rights-of-way within and immediately adjacent to the subject property:

_____	_____
_____	_____
_____	_____

8. Attach a list of the names and current mailing of abutting property owners and property owners immediately across any adjacent streets as shown on 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 FOR DEVELOPMENT PLAN REVIEW

T = P + F for Technical Review Committee Submission

P = Preliminary Planning Board Submission

F = Final Planning Board Submission

Date &
Initials of
P F Reviewer

NOTE: All plans must include Title Block and items A 1-7 below.	•	•	
A. Development Plans - <i>Preliminary Plans</i> - 5 blueines or photocopies shall be submitted for distribution to the Technical Review Committee. Each sheet shall be a minimum size of 8.5" 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, etc.)	•		
<i>Final Plans</i> - 5 blueines or photocopies shall be submitted for distribution to the Technical Review Committee. Upon certification of completeness, one (1) reproducible mylar*, 3 blueines 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).		•	
The development plans shall contain the following:			
1. Name and address of property owner or applicant;	•	•	
2. Name, address, and telephone number of preparer;	•	•	
3. Date plan was prepared, with revision date(s) (if any);	•	•	
4. Graphic scale (1" = 40' or larger) and north arrow;	•	•	
5. Assessor's Plat and Lot Number(s);	•	•	
6. Zoning District; if a zone splits the property, the zoning boundary must also be shown;	•	•	
7. Legend showing all symbols;	•	•	
8. Vicinity or Locus Map to show location of property;	•	•	
9. Perimeter boundary lines of the subject property, drawn so as to distinguish them from other property lines;	•	•	
10. Location and dimensions of existing property lines, easements, reservations, and rights-of-way within or abutting the subject property;	•	•	
11. Location, width and names of existing streets abutting the subject property;	•	•	
12. Location of all existing utilities (electric, water, sewer, gas); including, but not limited to, abandoned wells and individual sewage disposal systems with a notation as such;	•	•	
13. Existing contours with intervals of two (2) feet;	•		
14. Notation if no changes in contours are proposed; or where any changes in contours are proposed, finished grades must be shown as solid lines.	•		

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15. Notation as to the flood zone of the subject property;	•	
16. Location, size, and proposed use of existing buildings and structures on the subject property; including, historic designation, if any;	•	•
17. Location and size of proposed buildings and structures, including the designation and area in square feet of each proposed use within the structure; and; if any, the total number of proposed seats indoor and/or outdoor;	•	•
18. Floor area ratio and lot coverage computations in accordance with the Zoning Ordinance requirements;	•	•
19. Location, dimension and number of existing and proposed parking spaces; handicapped parking spaces; vehicular drives and curb cuts; loading areas; and, total square footage of parking area (stalls and aisles);	•	•
20. Cross section and profiles of any proposed impervious surface construction, if intended as a public improvement;		•
21. Location of any existing and/or proposed sidewalks and pedestrian, bicycle, and vehicular connections to adjacent parcels where feasible and appropriate based on site conditions such as location and use;	•	•
22. Location of any existing and proposed solid waste facilities including appropriate screening;	•	•
23. Location of any proposed external lighting in conformance with Appendix F;		•
24. Location of any existing and/or proposed outdoor signs; and, specifications of proposed signs;		•
25. Location of wooded areas with a notation of existing trees with a twelve inch (12”) or larger caliper, if any;	•	
26. Location of other significant existing natural and manmade environmental features including rock outcrops and stone walls, if any;	•	
27. Location of historic cemeteries on or immediately adjacent to the subject property, if any;	•	
28. Location of any wetlands, watercourses or their buffers (perimeter wetlands) as determined by a RIDEM qualified biologist {in accordance with RIDEM Wetland Regulations};	•	
29. 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;	•	•
30. Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated;	•	•
31. Notation of special conditions of approval imposed by the Planning Board (if any);		•

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	P	F	Reviewer
33. Notation of any permits and agreements with State and Federal Reviewing agencies (if any);		•	
34. A place for the signatures of the Planning Board Chair or Designee must be provided on all plans and /or documents to be signed;		•	
35. Certification by a Registered Land Surveyor that the plan is correct and conforms 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. Note: Any construction plans must also stamped and signed by a Rhode Island Registered Professional Engineer.	•	•	
B. Supporting Materials	•	•	
1. A reduced copy of all plans required in Category A above (minimum size of 8.5” x 11”, maximum size of 11” x 17”);	•	•	
2. Soil erosion and sediment control plan; if required, in accordance with Appendix F;		•	
3. Where new drainage structures are required as part of the site improvement, detailed drainage plan and computations; in accordance with Appendix F;		•	
4. A landscape plan in accordance with Appendix F;		•	
5. A photometric plan of exterior site lighting, if applicable		•	
6. A copy of the current deed; and if required, a title certificate of an attorney certifying any encumbrances, easements, and/or restrictions on said property;	•		
7. Two signed final copies of all legal documents, as applicable;		•	
8. Written confirmation from the RIDEM that the plans of the development, 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, if required;		•	
9. In lieu of item 7 above, if required, 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 subject property {in accordance with RIDEM Wetland Regulations};		•	
10. Preliminary determination from the Coastal Resources Management Council if the subject property is subject to the jurisdiction of this agency;		•	
11. 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);		•	

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12. 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);		•	
13. Sewer:			
a. Written confirmation from the Bristol Water Pollution Control Facility certifying that the development can tie into the Bristol Sewer Service;		•	
b. If Individual Sewage Disposal System (ISDS) is proposed, either a preliminary subdivision suitability report or a water table verification from the RIDEM indicating that the soil and water table within the proposed development are suitable for the safe and proper operation of the ISDS;		•	
14. Certification from the Tax Collector that all property taxes are current;		•	
15. Construction Schedule identifying expected start and finish times for major construction tasks;	•		
16. Zoning Enforcement Officer letter of determination that there are no outstanding zoning violations or fines on the subject property;	•	•	
17. Development Plan Review application form;	•	•	
18. Report from Technical Review Committee (TRC);	•		
19. Any other information which the TRC or Planning Board deems necessary to adequately review the application.	•	•	
20. Construction cost estimate of all site improvements.		•	
C. Payment of Required Fees - Payment of the following fees or posting of financial guarantees, if required, to be prior to endorsement by either the Planning Board or the TRC:			
1. Application fee;	•		
2. Recording fee;		•	
3. Engineering Review and Inspection Fee;		•	
4. Performance bond or other financial guarantees (if applicable);		•	
5. Fees in-lieu of land dedication (if applicable);		•	
6. Maintenance bond for acceptance of public improvements (if applicable);		•	
7. 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