

WARREN PLANNING BOARD

Major Land Development/Subdivision

Master Plan Checklist

Once at least one pre-application meeting has taken place, the applicant can submit a formal application for Master Plan review. The requirements for Master Plan are as follows:

The required number of paper copies of the proposed development shall be filed with the Administrative Officer, along with a PDF file. In the case of a residential development, there shall be a conventional lot layout in accordance with the Planning Board Rules and Regulations. Once the number of lots has been established by conventional layout, a cluster development plan is also required. The submitted plans shall include:

Existing Conditions:

1. ____ Name of the proposed subdivision or development.
2. ____ Name and address of all property owners and applicants, including names and addresses of all officers, members, directors, and principal stockholders of business or corporate entities.
3. ____ Name, address and telephone number of engineer and/or land surveyor and their stamp and signature(s)
4. ____ Date of plan preparation, with revision date(s), if any.
5. ____ Locus map showing the relationship of the parcel to the area in a half-mile radius.
6. ____ True North arrow, and graphic scale no smaller than 1" = 40' on 24" x 36" sheets.
7. ____ Existing permanent bounds.
8. ____ Assessor's plat and lot numbers of land being developed or subdivided; and plat and lot numbers for all abutting properties within a 200' radius along with owners' names and addresses.

9. ___ Zoning district(s) of the parcel(s), including all zoning requirements and overlays. If more than one zoning district, zoning boundary lines must be shown.
10. ___ Perimeter boundary lines of the development or subdivision, drawn so as to distinguish them from other property lines, and total area of the subject parcel, certified to a Class IV standard minimum.
11. ___ Soil types and their characteristics, with the location of any prime agricultural and/or hydric soils located on the property.
12. ___ Location and dimensions of existing property lines, easements, right-of-way, and man-made paths within and extending 50' beyond the perimeter of the parcel(s).
13. ___ Location, width, and names of existing streets within and immediately adjacent to the subject parcel(s), including width and surface material of existing roads at access points
14. ___ Location, dimensions, and area of existing buildings or significant aboveground structures on the subject parcel.
15. ___ Location and dimensions of all existing utilities including gas, electric, water, sewer, wells, OWTS and storm drainage facilities on the subject property and all abutting properties.
16. ___ Location of flagged wetland boundaries, watercourses or coastal features within the subject parcel or extending 200' beyond the perimeter of the parcel. If there are no such wetlands or coastal features, it must be so stated in an affidavit signed by a qualified professional (with the minimum qualifications required by RI DEM)
17. ___ Existing contours at two foot (2') intervals and extending 50' beyond the perimeter of the subject parcel and base flood elevation data.
18. ___ Location of wooded areas, individual trees over eight (8) inches in caliper.
19. ___ Location of any unique and/or historic features, including stone walls and historic cemeteries, saltwater wetlands, rock outcrops, cultivated land, beaches, etc. within or extending in a 50' radius from the perimeter of the subject property.

Proposed Master Plan:

A proposed Master Plan which is in addition to the existing conditions listed above shall include

the following:

20. ____ For residential developments, proposed number of lots, areas, dimensions and building envelopes, drawn so as to distinguish them from existing property lines

21. ____ For commercial or industrial developments, proposed location, area, dimensions and height of building(s) and major structures, building setback lines, parking areas and recreational facilities.

22. ____ Proposed use, location, dimensions and area of any land to be set aside as open space OR to be conveyed, by deed or easement, to the Town of Warren or other agency for public purposes.

23. ____ Location and dimensions of proposed easements and rights-of-way within the subject parcel

24. ____ Proposed streets or street extension and dimensions and their relationship to existing streets.

25. ____ Proposed drainage plan, including the extension of existing stormwater lines and the addition of on-site drainage.

26. ____ Location of proposed on-site wastewater treatment systems (OWTS) and wells conforming to RI DEM setback regulations.

27. ____ Soil evaluations and groundwater supply data. One (1) test hole per 5 acres, but not less than 2 holes, and/or at locations of conceptual drainage facilities.

Supplementary Information:

28. ____ An aerial photograph or blue line copy of an existing aerial photograph of the subject parcel and surrounding area.

29. ____ Two (2) sets of pre-printed mailing labels on three column sheets, with the names and addresses of owners, agencies or communities of all properties requiring notification per Planning Board Regulations. This list shall be developed no more than 30 days prior to the Public Informational Hearing..

30. ____ For development within the Waterfront Overlay zone, architectural plans showing dimensions, siting, facade details, roofs, etc. and signage details.

31. ____ For residential subdivisions, an alternate Cluster Development Plan showing the same number of house lots as proposed for a conventional subdivision.

32. ___ Land unsuitable for development per Warren Zoning Ordinance and Planning Board Regulations.
33. ___ A narrative statement regarding the potential impact of the proposed development on the neighborhood and the town including noise, air pollution, views, shadows, etc. and also including an estimate of the population of the proposed development, and the number of school age children in that population.
34. ___ A list of waivers and/or variances required for the proposed plan.
35. ___ Proposed project phasing, if any.
36. ___ Dates, participants and results of any pre-application meetings.
37. ___ Narrative addressing the Farmland Preservation Act's applicability to the proposed development/subdivision. If development rights have been reversed, evidence of approval by the Town Council must be provided.
38. ___ Sample legal documents for easements, homeowner's associations, condo documents, open space deeds etc. as applicable.
39. ___ In accordance with Sec. II-20(B) of the Planning Board Regulations, a Fiscal Impact statement outlining the tax benefits of the development to the Town as well as estimated costs.
40. ___ In accordance with Sec. II-20(A) An Environmental Impact statement.
41. ___ Traffic Impact Study
42. ___ Narrative regarding plans for Affordable Housing.
43. ___ If demolition is to take place in the Waterfront Historic District, as described in the Town Ordinance, Town Council approval is required. A narrative report outlining details of what buildings are to be demolished, report from a Registered Engineer that buildings are beyond repair, details of construction/demolition, phasing, timeline, # of tons of debris to be moved, how moved, and what route. Additional approvals may also be needed.
44. ___ Letters from applicable utilities - electric, gas, water, sewer - that service is available to the proposed development/subdivision (serviceability).
45. ___ A letter from the Warren Tax Assessor indicating current and five (5) years' previous assessment classification of the subject parcel.
46. ___ A letter from the Warren Tax Collector that taxes are current.
47. ___ Names and addresses of adjoining communities requiring notification in accordance with

Planning Board Regulations.

48. ___ Initial written comments on the Master Plan from the following (provided by the Administrative Officer):

Local Agency	Date
A. ___ Planning Staff	_____
B. ___ Public Works	_____
C. ___ Building Official	_____
D. ___ Police Department	_____
E. ___ Fire Department	_____
F. ___ School Department	_____
G. ___ Conservation Commission	_____
H. ___ Recreation Commission	_____
I. ___ Affordable Housing	_____
J. ___ Tree Commission	_____
K. ___ Solicitor	_____

Adjacent communities (specify)

A. _____	_____
B. _____	_____

State Agencies

A. ___ Environmental Management	_____
B. ___ Coastal Resources	_____
C. ___ Transportation	_____
D. ___ Other (Specify)	_____

_____ Filing Fee as indicated on application \$ _____

_____ Completed Checklist

_____ 5 Copies of Master Plan at scale of 1" = 40' on 24" x 36" sheets

_____ 14 Reduced copies of Master Plan (11" x 17" sheets)

_____ 14 copies of Supplementary Information

_____ 5 copies of any legal documents

Application received _____

Additional information requested - (attach letter) _____

TRC meeting held _____

Certificate of Completeness issued _____

Public Informational Hearing _____

Planning Board Decision _____

Master Plan recorded _____