



Major Land Development

Major Subdivision

Preliminary Plan Checklist

This checklist is furnished by the Planning Board to assist in the application for Preliminary Plan approval. It does not relieve the applicant of the responsibility to review and comply with all applicable regulations of the Town of Warren.

Applicants should note that the application submission will be reviewed to determine whether it is complete or incomplete. Within 60 days after the application is submitted to the Administrative Officer, the applicant will receive a Certificate of Completeness or be advised, in writing, of items that are still required before a Certificate of Completeness can be issued.

A Public Hearing is required for Major Land Development projects and Major Subdivisions.

The Applicant shall file the following materials with the Planning Board Administrative Officer:

Plans shall have pages numbered sequentially at a scale no less than one inch to forty feet (1" = 40'), meeting the requirements of the Town of Warren Planning Board Rules and Regulations. In addition, the required number of sets of the same plans on 11" x 17" paper sheets shall be submitted, along with a PDF file. All plans shall include the following:

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, including names and addresses of all officers, members, directors, and principal stockholders of business or corporate entities, date prepared with all revisions, dates, plat and lot number(s) of the land being subdivided or developed.
2. ___ A general locus map showing the relationship of the parcel for the area within a half mile radius.
3. ___ Name, address and telephone number of the registered engineer and/or land surveyor and their stamp and signature.
4. ___ True North arrow, and graphic scale no smaller than one inch to forty (1" = 40') feet on 24" x 36" sheets.

5. ___ Assessor's Plat and Lot numbers of land being developed or subdivided; and plat and lot numbers for all abutting properties within 200' radius along with owners' names and addresses.
6. ___ Dimensions and total areas of subject parcel, with a certification of a registered land surveyor (stamped and signed) as a Class 1 Survey.
7. ___ Zoning District(s) of the land being developed or subdivided, with zoning boundary lines shown if there is more than one district.
8. ___ Location, dimensions and area of existing buildings or significant structures and improvements on the subject parcel.
9. ___ 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.
10. ___ Location and dimensions of all existing utilities within subject parcel and extending 50' from any boundary of the subject parcel, including gas, electric, water, sewer, and storm drainage facilities. In the case of unsewered areas, location and dimensions of OWTS systems must be presented. Where water location will be supplied by wells, plans must show a one-hundred (100') foot separation between any existing or proposed wells and existing or proposed OWTS systems.
11. ___ Location of flagged wetland boundaries, water courses or coastal features within the subject parcel, or within 200' of 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).
12. ___ Soils map of the area, with the locations of any prime agricultural and/or hydric soils within the subject parcel indicated on the map.
13. ___ Existing contours at intervals of two (2') feet and extending fifty (50') feet beyond perimeter of the subject parcel, with a stamp of a registered land surveyor (Class III certification)
14. ___ Location of wooded areas and areas of agricultural use.
15. ___ All trees eight (8") inches in caliper or larger. Also, all trees that will be retained indicating species and size.
16. ___ Location of existing permanent bounds.

17. ___ Base flood elevation data.

18. ___ Location of any unique and/or historic features, including stonewalls, historic cemeteries, salt water wetlands, wooded areas, rock outcrops, cultivated land, beaches, etc. on or within fifty (50') feet of the perimeter of the subject parcel.

Proposed Conditions Map(s) to show the following:

19. ___ Proposed location and dimensions of street, property lines, open spaces, easements, right-of-way, utilities, drainage facilities, septic designs and other development which would indicate satisfactory compliance with the requirements of the Town of Warren Planning Board Rules and Regulations.

20. ___ For development in the Waterfront Overlay Zone, architectural plans showing dimensions, sitting, facade details, roofs, etc. and signage details.

21. ___ For multifamily, commercial or industrial development, proposed building dimensions and areas, setback lines, parking areas, and other site improvements. For residential development or subdivisions, proposed building lot dimensions, and areas, and building envelope with proposed lot lines drawn so as to be distinguishable from the existing property lines.

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. ___ Proposed streets or street extensions and dimensions, with profiles drawn at a scale no smaller than one inch to forty feet (1" = 40') horizontal, and one inch to four feet (1" = 4') vertical.

24. ___ Street cross sections with location of utilities indicated.

25. ___ Proposed street names.

26. ___ Land unsuitable for development and land with development limitations as described in Planning Board Regulations Sec. I-14.

27. ___ Grading plan to show existing and proposed contours at no greater than two (2') foot intervals showing limits of disturbance and location of proposed houses and/or nonresidential buildings and other structures, OWTS systems, streets, entrances and exits, bicycle facilities, sidewalks and pedestrian walkways, public transportation, parking areas and driveways.

28. ___ Verified wet season maximum ground water elevation.
29. ___ Calculations of volume in cubic yards of net requirements of soil materials (loam, sand, gravel) to be removed from the site or brought to the site as fill material.
30. ___ Maintenance plan and program for drainage detention/retention systems and swales.
31. ___ Landscaping plan designed by a registered landscape architect with specifications for landscaping of drainage detention/retention basins, restoration and revegetation for erosion and sediment controls, and restoration of existing disturbed open space.
32. ___ Planting plan and specifications for proposed and retained trees within the development and in the street right of way, with species, size and planting details as recommended by the Tree Commission.
33. ___ An overall landscaping plan signed by a registered landscaper that conforms to all the requirements of the Planning Board Regulations.
34. ___ Construction notes and details including any proposed demolition.
35. ___ Street lighting plan.
36. ___ Proposed permanent bounds.

Supporting Documentation:

37. ___ Complete application signed by the applicant and the property owner.
38. ___ Aerial photograph at a scale not less than one inch to four hundred (1" = 400') feet showing the area within a radius of one-half mile of the proposed project site.
39. ___ Copy of the approved, signed and recorded Master Plan of the proposed development project or subdivision, measuring no less than 11" x 17".
40. ___ Written confirmation from the RI DEM Wetlands Section that plans of the proposed development, including any required off site construction, have been reviewed and approval has been granted for the proposed site alterations, if applicable.
41. ___ Drainage narrative and calculations prepared by a registered professional engineer supplementing the proposed drainage plan.
42. ___ For agricultural lands, a narrative as to the applicability of the Farmlands Preservation Act to the proposed development.

43. ___ Soil erosion and sediment control plan.
44. ___ Written statement from the Water Authority that public water is available to the development with sufficient volume and pressure to meet fire and service flow requirements. In the case of water from private wells, written confirmation from the engineer for the development that there is sufficient volume and pressure for fire sprinklers and service flow.
45. ___ A Physical Alteration Permit (PAP) from the RI Dept. Of Transportation for any connection to, impact on, or construction work within, a state highway or other state right-of-way.
46. ___ Letters of approval from applicable utility companies.
47. ___ Letters of approval from Town Council for any requested demolition in the Waterfront Historic District..
48. ___ Preliminary subdivision suitability determination by RI DEM for the use of individual OWTS systems.
49. ___ If any part of the development is within a coastal buffer, written approval in the form of an Assent is needed from the RI Coastal Resources Management Council. The assent should include any required off-site construction.
50. ___ Any other state or federal agency approvals (if applicable).
51. ___ Written confirmation from the Sewer Dept. Approving the sewer connections.
52. ___ Two (2) sets of pre-printed mailing labels on three column sheets, with the names and addresses of owners of all properties, agencies or communities requiring notification per Planning Board regulations. This list shall be developed no more than 30 days prior to public hearing.
53. ___ All legal documents describing the property, deeds, proposed easements and right-of-way, dedications, restrictions, homeowner's association, or other required legal documents which represent approvals set forth during the Master Plan Review. (Additional documents as may be required by the Planning Board for any conditions approved at the Preliminary Plan stage shall be submitted during the Final Plan stage.)

Specify: _____

54. ___ Statement identifying any waivers from development standards, zoning variances or special use permits required or requested. If Zoning Board approval is necessary to facilitate the proposed development, a copy of the application and all attachments forwarded

to the Zoning Board of Review for consideration, and a copy of the Zoning Board decision as recorded in the Land Evidence Records of the Town of Warren must be included.

- 55. ___ A written narrative summarizing the entire proposal and any potential neighborhood impacts.
- 56. ___ Copies of all required state and federal permits.. If permits are not required, an affidavit signed by a qualified professional (registered professional engineer or registered land surveyor) stating so and why.
- 57. ___ If open space area is included in development, a narrative of the proposed use(s) shall be provided.
- 58. ___ The total amount of Subdivision Improvement Guarantees to be paid in cash or certified check, for streets and/or other public improvements that will be constructed. A proposed construction schedule and an estimate of costs of constructing the public improvements shall be included.
- 59. ___ Maintenance Guarantee - Proposed form of 1-year maintenance guarantee as referenced in the Warren Planning Board regulations.
- 60. ___ Other Requirements - Such information as may be required by the Administrative Officer, Planning Dept. And/or Planning Board to show details of the approved Master Plan.
- 61. ___ Final written comments on the preliminary plan by the following:

	Date
<input type="checkbox"/> Planning Dept.	_____
<input type="checkbox"/> Public Works	_____
<input type="checkbox"/> Building Insp.	_____
<input type="checkbox"/> Police Chief	_____
<input type="checkbox"/> Fire Chief	_____
<input type="checkbox"/> Conservation	_____
<input type="checkbox"/> Tree Commission	_____
<input type="checkbox"/> WVHDC	_____
<input type="checkbox"/> Affordable Housing	_____
<input type="checkbox"/> Recreation	_____
<input type="checkbox"/> School Dept.	_____
<input type="checkbox"/> Other	_____

Note: If any items in this checklist are not supplied, a narrative statement explaining the reason for omission must be provided.

_____ Filing Fee as indicated on application. \$ _____

_____ Completed Checklist

_____ 5 copies of Legal Documents

_____ 5 copies of Preliminary Plans at 1" = 40' on 24" x 36" sheets numbered consecutively

_____ 14 copies of reduced Preliminary Plans on 11" x 17" sheets

_____ 14 copies of supplementary information