



TOWN OF WARREN PLANNING BOARD

Application for a Major Subdivision/Major Land Development

A major subdivision is a plan for a subdivision of 5 or more lots, or 5 and fewer lots that require waivers or modifications as specified in the *Warren Planning Board Rules & Regulations*.

Name of Proposed Development:		
Location:	Plat:	Lot:
Owner Name(s)		
Owner Address:		
Owner Email (optional):		
Owner Phone:		
Applicant Name (if not owner)		
Applicant Address:		
Applicant Email (optional):		
Applicant Phone:		
Attorney's Name:		
Attorney's Address:		
Attorney's Email (optional):		
Attorney's Phone:		
Description of Proposal:		

Owner Signature:

Date:

For office use only:

Fee Received: \$

cash/check

Check #



TOWN OF WARREN, RI MAJOR SUBDIVISION CHECKLIST

At least SEVEN (7) Photostat copies for the specific level of review. Plans must be drawn to a scale no smaller than one inch equals forty feet (1" = 40'). The maximum sheet size is 36" long by 24" wide, unless otherwise approved by the Administrative Officer. In addition, Final Plans must submit pdf versions of all plans. Development Plans should show all of the following information listed in the Existing Conditions section and Proposed Development Sections as well as any other information required in the *Planning Board Rules and Regulations* (referred in this document to as "PBRR"). A "●" indicates the level of review where information is REQUIRED. **Place an "X" over the dot to indicate satisfaction of the requirement or "NA" where the element is not applicable.**

Master Plan	←————— <i>check the column for the appropriate level of review</i> —————→	Preliminary Plan	Final Plan
A. DEVELOPMENT PLANS			
●	1. Title Block with: A. Name of the development B. Names and addresses of all parties to the subdivision (owner, applicant, engineers, attorneys, etc.) as well as officers of corporate entities C. Registered land surveyor/engineer stamp with original signature and date. Name, address, and phone number of surveyor/engineer clearly noted D. Date of plan preparation, with revision date(s), if any E. Graphic scale at 1 inch = 400 feet F. Assessor's Plat and Lot Number(s) G. Legend showing all symbols H. Zoning District(s) if the parcel(s), including all overlays. If a zoning district splits through the property, boundary lines must be shown	●	●
●	2. Certification by a Registered Land Surveyor that the plan is correct and conforms to the Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations as prepared by the RI 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 be stamped by a Rhode Island Registered Professional Engineer.	●	●
●	3. Vicinity or Locus map to show location of property	●	●
●	4. Perimeter boundary lines of the development or subdivision, drawn to distinguish them from other property lines, including plat/lot numbers and the total area of the subject parcel	●	●
●	5. Location and dimensions of existing property lines, easements, rights of way, and manmade paths within and extending 50 feet from the perimeter of the parcel	●	●
●	6. Map of soil types and characteristics, with the location of any prime agricultural and/or hydric soils located on the property	●	●

●	7. Names of all abutting land within 200 feet of the development with plat and lot designation. Include land separated from the subdivision by a street or right-of-way	●	●
●	8. Location, width and names/description of existing streets within and adjacent to the subject parcel, including width and surface material of existing roads at access points. Preliminary and Final: widths of sidewalks, if required by the Planning Board	●	●
●	9. Location, dimensions and area of existing buildings or significant above ground structures on the subject parcel	●	●
●	10. Location and dimension of all existing utilities including gas, electric, water, sewer, wells (in use and abandoned), OWTS and storm drainage facilities on the subject property and all abutting properties extending 50 feet from parcel.	●	●
●	11. Location of flagged wetland boundaries, watercourses or coastal features within the subject parcel or extending 200' beyond the perimeter of the parcel.	●	●
●	12. Existing contours no greater than two feet (2') intervals and extending fifty (50') beyond the perimeter of the subject parcel. Existing contours shall be actual elevations above sea level.	●	●
	13. Grading plan to show existing and proposed contours at no greater than two 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.	●	●
●	14. Base flood elevation data and flood zone from Federal Emergency Management Agency (FEMA) maps and reports	●	●
●	15. Boundary monuments, easements, utilities, sanitary sewers, well and septic locations, storm water drainage, manholes, catch basins	●	●
●	16. Location of wooded areas, individual trees over eight (8) inches in caliper. Preliminary and Final: indicate all trees that will be retained, indicating species and size	●	●
●	17. Location of any unique and/or historic features, including stonewalls and historic cemeteries, within or extending in a 50 foot radius from the perimeter of the property	●	●
●	18. For residential developments and subdivisions, the proposed number of lots, dimensions, areas, building dimensions and area with proposed lot lines drawn so as to distinguish them from existing property lines	●	●
●	19. For residential subdivisions, an alternate Cluster Development Plan showing the same number of house lots as proposed for a conventional subdivision	●	●
●	20. For multi-family, commercial or industrial developments, proposed location, area, building dimensions, areas and heights of building(s) and major structures, building setback lines, parking areas and other site improvements	●	●
●	21. For development in the Waterfront Overlay Zone, architectural plans showing the dimensions, siting, façade details, roofs, etc. and signage details	●	
●	22. Proposed uses, 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. Location and dimensions of any other proposed easements and rights-of-way (see PBRR, Section IV-4 (2))	●	●

●	23. Proposed streets or street extensions and dimensions and their relationship to existing streets. Preliminary and Final: Profiles drawn at a scale no smaller than one inch to forty feet (1"=4'-) horizontal, and 1 inch to four feet (1" to 4') vertical	●	●
●	24. Existing and Proposed permanent bounds	●	●
	25. Street cross sections with locations of utilities indicated	●	●
	26. Street lighting plan	●	●
	27. Proposed street names	●	●
●	28. Location of proposed onsite wastewater treatment systems (OWTS) and wells conforming the RIDEM setback regulations	●	●
●	29. Soil evaluations and groundwater supply data. 1 test hole per 5 acres, but not less than 2 holes and at locations of conceptual drainage facilities	●	●
●	30. Water courses, beaches, railroads, floodplain elevations, wetlands, conservation areas, wooded areas, rock outcrops, cultivated land	●	●
	31. Verified wet season maximum ground water elevation	●	●
	32. 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	●	●
	33. Construction notes and details, including any proposed demolition	●	●

B. REQUIRED SUPPORTING DOCUMENTATION

Attach the following documents:

	1. Aerial photograph at a scale not less than 1 inch to 400 feet, showing the area within a radius of one-half mile of the proposed project site	●	●
	2. Soil erosion and sediment control plan (see Town of Warren Code of Ordinances, Article V)	●	●
●	3. Proposed drainage plan, including the extension of existing stormwater lines and the addition of onsite drainage	●	●
	4. Landscaping plan designed and signed by a registered landscape architect with: ✓ specifications for landscaping of drainage detention/retention basins, restoration and vegetation for erosion and sediment controls, and restoration of existing disturbed open space ✓ Maintenance plan and program for drainage detention/retention systems and swales ✓ 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 ✓ Any other regulations as required by the PBRR	●	●
●	5. A description of the proposed project phasing	●	●
●	6. Dates, participants and results of any pre-application meetings	●	●
●	7. A list of waivers and/or variances required for the proposed plan	●	●
	8. <i>If requested by a vote of the Planning Board and findings setting forth a need, Environmental Impact Statement (see <i>Planning Board Regulations, Section II-20(A)</i>)</i>	●	●
	9. <i>If requested by a vote of the Planning Board and finding setting forth a need, a Fiscal Impact Statement, outlining the tax costs and benefits to the Town of Warren (see <i>Planning Board Regulations, Section II-20(B)</i>)</i>	●	●

●	10. A copy of the Traffic Impact Assessment, if required by the Zoning Ordinance, Waterfront Overlay District Zoning Overlay (see Zoning Ordinance Article XXVI, Section 32-150, A5)	●	●
●	11. For development within the Waterfront Overlay District Zoning Overlay, architectural plans showing dimensions, siting, façade details, roofs, etc. and signage details	●	●
	12. A narrative statement regarding the potential impact of the proposed development on the neighborhood and town, including noise, air pollution, views, shadows, etc.	●	●
●	13. Narrative regarding plans for affordable housing, if planned	●	●
●	14. Sample legal documents for easements, homeowners' associations, condo documents, open space deeds, etc. as applicable	●	●
●	15. Narrative describing demolition of structures within the Warren Waterfront Historic District. For each structure in the district, 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, number of tons of debris to be moved, how moved and by what route. A letter from Town Council approving the demolition(s) must be attached	●	●
●	16. A letter form the Warren Tax Assessor indicating current and 5 years' previous assessment classification of the subject parcel	●	●
●	17. A letter from the Warren Tax Collector stating that taxes are current	●	●
●	18. If open space area is included in the development, a narrative of the proposed use(s)	●	●
	19. Other requirements, such information as may be required by the Administrative Officer, Planning Department and/or Planning Board to show details of the approved Master Plan	●	●
●	20. Names and addresses of adjoining communities requiring notification in accordance with Planning Board Regulations	●	●
	21. NOTE: Submission of as-built plans for all improvements to the land development or subdivision must be submitted to the Planning Board for review prior to the issuance of a certificate of occupancy for all buildings and structures located on any development and the Planning Board must certify that the as-built plans conform to the approved Final Plan for subdivision (PBRR, Sec. II-19).		

Attach Letters from applicable utilities that service is available to the proposed development/subdivision:

Utilities

●	Public Water	Bristol County Water Authority	●	●
●	Private Water	Written confirmation from development engineer that sufficient volume and pressure for fire sprinklers and service flow	●	●
●	Electric	National Grid	●	●
●	Gas	National Grid	●	●
●	Public Sewer	Town of Warren Sewer Department – Written confirmation approving sewer connections	●	●
●	OWTS/other	RI Department of Environmental Management	●	●
●		(other)	●	●
●		(other)	●	●

Attach initial written comments or letters on the Plan from the following

(NOTE: this review is provided by the Administrative Officer):

Town Departments and Boards:

●	Planning Staff	Date:	●	●
●	Public Works	Date:	●	●
●	Building Official	Date:	●	●
●	Police Department	Date:	●	●
●	Fire Department	Date:	●	●
●	School Department	Date:	●	●
●	Conservation Commission	Date:	●	●
●	Recreation Board	Date:	●	●
●	Warren Voluntary Historic District Commission	Date:	●	●
●	Tree Commission	Date:	●	●
	Zoning Board (applicants must have an advisory opinion and conditional approval from the Planning Board, then ascertain conditional relief from the Zoning Board, and then return to the Planning Board for subsequent approval(s). (see PBRR Section II-16)	Date(s)	●	●
●	Solicitor	Date:	●	●
●	Town Council - Letters approving requested demolition in the Warren Waterfront Historic District (National Register Historic District). - Letters approving the reversal of any agricultural or conservation easements - Town Council conditional approval for developments requiring Zoning Ordinance or Zoning Map Change	Date(s):	●	●
●	Adjacent Communities (specify)		●	●

State Agencies:

●	RI Department of Environmental Management (RIDEM)	Date:	●	●
●	Coastal Resources Management Council (CRMC)	Date:	●	●
●	- For coastal buffers, an ASSENT from CRMC	Date	●	●
●	RI Department of Transportation (RIDOT)	Date:	●	●
●	- A Physical Alteration Permit (PAP) from the RIDOT for any connections to, impacts on, or construction within, a state highway or other state right-of-way	Date	●	●
●	Other (specify)	Date:	●	●

Planning Administration

<ul style="list-style-type: none"> ● 	<p>Receipt from the town Clerk for an Application Filing Fee for a Major Land Subdivision/Development</p> <ul style="list-style-type: none"> - This is a one-time fee as follows: <ul style="list-style-type: none"> ○ \$500 plus \$250 per proposed lot (residential) ○ \$750 plus \$300 per proposed lot (commercial) <p>Please note that your application will not be approved until all outstanding fees (application, engineering review) due to the Town of Warren are paid</p>		
<ul style="list-style-type: none"> ● 	<p>A receipt or letter from the Town Treasurer's office indicating that Professional Review Fees (four times the application fee) have been submitted for escrow (Town of Warren Code of Ordinances, Article II, Sec. 15-31.1)</p>		
	<p>A signed statement indication that the Applicant will file a bond, surety or other security in a form satisfactory to the Planning Board, and in sufficient amount to cover the construction and installation of all improvements to the subdivision within the required completion period</p>	<p style="text-align: center;">●</p>	<p style="text-align: center;">●</p>
	<p>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 for an estimate of costs of constructing the public improvements shall be included</p>	<p style="text-align: center;">●</p>	<p style="text-align: center;">●</p>
	<p>Maintenance Guarantee: Proposed form of 1-year maintenance guarantee as referenced in the Warren Planning Board Regulations</p>	<p style="text-align: center;">●</p>	<p style="text-align: center;">●</p>
<ul style="list-style-type: none"> ● 	<p>Completed checklist</p>	<p style="text-align: center;">●</p>	<p style="text-align: center;">●</p>
<ul style="list-style-type: none"> ● 	<p>7 copies of the plan at a scale of 1"=40' on 24" by 36" sheets</p>	<p style="text-align: center;">●</p>	<p style="text-align: center;">●</p>
<ul style="list-style-type: none"> ● 	<p>1 electronic (pdf) version of the Plan</p>	<p style="text-align: center;">●</p>	<p style="text-align: center;">●</p>
	<p>2 copies of all legal documents describing the property, deeds, proposed easements and rights of way, dedications, restrictions, homeowners' association or other documents which represent approvals set for in previous reviews.</p>	<p style="text-align: center;">●</p>	<p style="text-align: center;">●</p>
<ul style="list-style-type: none"> ● 	<p>Statement of 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, and a copy of the Zoning Board decision recorded in Land Evidence Records in the Town of Warren.</p>	<p style="text-align: center;">●</p>	<p style="text-align: center;">●</p>
<ul style="list-style-type: none"> ● 	<p>A written narrative summarizing the entire proposal and any potential impacts</p>	<p style="text-align: center;">●</p>	<p style="text-align: center;">●</p>
	<p>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</p>	<p style="text-align: center;">●</p>	<p style="text-align: center;">●</p>

For office use only:

Application received:
Additional information requested:
TRC Meeting Date:
Certificate of Completeness issued:
Public Informational Hearing:
Planning Board Decision:
Master Plan recorded:
Preliminary Plan recorded:
Final Plan recorded:
Notes:

Schedule of Development Review

Master Plan (MP) - certification as complete or incomplete	Administrative Officer	Within 60 days of submittal
MP - Decision by the Planning Board	Planning Board	Within 120 days of Certificate of Completeness
MP- Vesting of Plan	Owner/Developer	2 years, with one year extension by request
Preliminary Plan (PP) - certification as complete or incomplete	Administrative Officer	Within 60 days of submittal
PP-Decision by the Planning Board	Planning Board	Within 120 days of Certificate of Completeness
PP-Vesting of Plan	Owner/Developer	2 years, with one year extension by request
Final Plan (FP) - certification as complete or incomplete	Administrative Officer	Within 25 days of submittal with up to 45 additional days by written notice of the Administrative Officer
FP-Decision by the Planning Board	Planning Board	Within 45 days of Certificate of Completeness
FP-Vesting of Plan		Valid until an amendment to the plan is approved (per Warren Planning Board Regulations, Article 1, Section 10(B))