

**TIVERTON PLANNING BOARD
CHECKLIST FOR MAJOR LAND DEVELOPMENT / MAJOR SUBDIVISION
MASTER PLAN**

This checklist is furnished by the Planning Board to assist in the application for approval of a Major Land Development or Subdivision Master Plan. It does not relieve the applicant of the responsibility to review and comply with all applicable regulations in the Tiverton Town Code.

- 12- 24 x 36 inch set of plans
- 12- Paper copies of all supporting items (or as directed by the Administrative Officer)
- Electronic set of plans and all supporting items

_____ Application Cover Sheet, Attachment 11

_____ Current filing fee: \$_____

_____ Current escrow: \$_____

_____ A notarized letter from the property owner(s) stating that the applicant has been granted the authority to proceed with the application with the owner(s) permission and consent.

Master plans, stamped and signed by a Professional Land Surveyor and/or licensed Professional Engineer in the State of Rhode Island, of the subject parcel showing the following information (“NA” if Not Applicable and explain reason for exemption):

EXISTING CONDITIONS

1. _____ A general location map showing the relationship of the parcel to the area within a half-mile radius; provide an aerial photograph or satellite image clearly depicting the subject parcel
2. _____ Name of the proposed development or subdivision indicated in the Title Block
3. _____ Name and address of the property owner(s) and applicant(s)
4. _____ Copy of the Deed /Title to the subject parcel, if requested
5. _____ Name, address and telephone number of the engineer and/or land surveyor
6. _____ Assessors Plat and Lot number(s) of the parcel being developed or subdivided
7. _____ Date of plan preparation, with all revision date(s)
8. _____ Relevant references to deeds and recorded plans

9. _____ Purpose statement
10. _____ True north arrow, and graphic scale (minimum of 1 inch = 100 feet)
11. _____ Names, addresses and Plat/Lot identified of abutting property owners within 200' of the subject parcel
12. _____ Names and addresses of all property owners, adjoining communities or agencies requiring notification under these regulations
13. _____ Plan legend depicting/explaining all symbols
14. _____ Class I survey, stamped and signed by a Professional Land Surveyor, include at least one (1) boundary Geo-reference point
15. _____ Location of existing and proposed permanent boundary markers
16. _____ Zoning District(s) of the parcel being developed or subdivided, with zoning boundary lines shown if there is more than one district
17. _____ District Dimensional Regulations of the subject parcel
18. _____ Density calculations based upon the exclusion of unsuitable land from the total land area of the subject parcel, include the total acreage, the acreage of unsuitable land and the resulting total number of units allowed by right
19. _____ Dimensions and total area of the subject parcel, and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subject parcel
20. _____ Location and description of all items included in the Site Analysis as required in Section 23-52 of the Regulations, Attachment 3
21. _____ Location, width, classification and names of existing public, private and paper streets within and adjacent to the subject parcel
22. _____ Location and approximate size of all existing buildings or significant above ground structures, include stone walls on the subject parcel
23. _____ Location and dimensions of all existing utilities within or adjacent to the subject parcel; include gas, electric, water/wells, sewer/OWTS and stormwater drainage facilities
24. _____ Location of any unique and/or historic features, within or adjacent to the subject parcel, include historic cemeteries and access

PROPOSED

25. _____ A narrative statement regarding the potential impact of the proposed development on the neighborhood and the town, include an estimate of the population of the proposed development and an estimate of the number of school-aged children
26. _____ Written comments from the ad hoc Technical Review Committee (provided by the Administrative Officer), if requested
27. _____ Written reports/comments from adjoining communities or agencies requiring notification (provided by the Administrative Officer)
28. _____ Comprehensive Permit Supplement for Low and Moderate Income Housing, Attachment 14
29. _____ Determination letter from the Building/Zoning Official prior to Master Plan approval
30. _____ Provide a narrative description if a waiver is requested prior to Master Plan approval
31. _____ Determination letter from the Building Official or designee prior to Master Plan approval if a Soil Erosion Sediment Control Plan is required; Chapter 65-Tiverton Code of Ordinances
32. _____ An Environmental Review Statement (ERS), in accordance with Article VIII of the Tiverton Zoning Ordinance, if the proposed development lies within a Primary Watershed Protection Overlay District, Attachment 13
33. _____ An ERS Advisory letter of review from the Tiverton Conservation Commission prior to Planning Board review if the parcel lies within a Primary Watershed Protection Overlay District
34. _____ Copy of an application for an Assent Agreement from the RI Coastal Resources Management Council (CRMC) of the proposed development, including any required off-site construction, prior to Master Plan approval if the subject parcel is within CRMC regulatory jurisdiction
35. _____ Written confirmation from the RIDEM OWTS Section prior to Master Plan approval for subdivision Soil Suitability
36. _____ Written report of Phase I Environmental Site Assessment and Phase II, if indicated
37. _____ Determination letter from the applicable water authority prior to Master Plan approval that it is able to provide water service connection with adequate volume and pressure to the subject parcel, and does not create a negative impact to other users of the system
38. _____ Determination letter from the Fire Department prior to Master Plan approval that the proposed water service has adequate volume and pressure to ensure public safety

39. _____ Determination letter from the Director of Public Works or designee prior to Master Plan approval that the proposed Master Plan meets town standards for stormwater control design and street design
40. _____ Written confirmation from the Tiverton Wastewater District prior to Master Plan approval that it is able to provide the connection for the proposed development
41. _____ Determination letter from the Director of Public Works prior to Master Plan approval that for any connection to a town road or other right-of-way required is approvable
42. _____ Proposed measures to minimize the impacts to natural topography of the site; see RI Low Impact Development (LID) Site Planning & Design Guidance Manual
43. _____ Proposed lot(s) with dimensions and areas, include all interior lot lines, building setback lines and street lines with dimensions indicated, and drawn so as to distinguish them from existing lot lines
44. _____ Proposed structures and all accessory structures with dimensions or area indicated for a residential subdivision and total lot coverage
45. _____ Proposed structure(s) and other site improvements with dimensions or area indicated for a multi-family, commercial or industrial development and total lot coverage
46. _____ Renderings, elevations or photographs as may be needed to illustrate the visual impact of a proposed multi-family, commercial or industrial development, see Design Standards
47. _____ Proposed grading plan in sufficient detail to show contours for all on and off-site street construction, drainage facilities and individual house lots
48. _____ Proposed drainage plan, include a profile, the extension of existing stormwater lines and the addition of on-site drainage facilities
49. _____ Proposed streets or street extensions, classification and dimensions
50. _____ Locations, descriptions and dimensions of proposed pedestrian facilities (sidewalks, footpaths, bike paths and trails)
51. _____ A traffic study prepared by a traffic engineer regarding the potential impact of the proposed development on neighboring properties and roads prior to Master Plan approval; include all means of vehicular access to and from the site onto public streets showing driveways, curb cuts, radii, parking as well as other offsite traffic improvements necessary to ensure public safety and convenience
52. _____ Location and dimensions of proposed easements and rights-of-way within the subject parcel

- 53. _____ Location, dimensions and area of any land proposed to be set aside as open space or to be conveyed to the Town of Tiverton for public purposes
- 54. _____ Proposed utilities plan, include the extension and location of gas, electric, water/wells, sewer/OWTS, or other proposed utilities
Streetlights shall be reviewed and approved in accordance with Section 23-58(b)
- 55. _____ Proposed landscaping and maintenance plan by a Rhode Island Registered Landscape Architect
- 56. _____ Proposed project phasing schedule

The Planning Board reserves the right to request an independent peer review(s) of submitted documents and/or professional analysis if it determines additional information is required to reach an informed decision. The cost of any additional reviews must be agreed to and paid for by the applicant.

This application is deemed complete for the purpose of commencing the applicable time period for action. The Administrative Officer and/or Planning Board may subsequently require correction of any information found to be in error. Submission of additional information specific in the Regulations but not required by the Administrative Officer prior to certification may be necessary to make Findings of Fact and an informed decision.

This application is being filed for the purpose of being placed on the Planning Board agenda for review. All information in this application is complete and accurate to the best of my knowledge. I hereby authorize duly appointed members of the Tiverton Planning Board and Tiverton Conservation Commission to enter and inspect the property at reasonable times during the review and approval process for the purpose of ensuring compliance with the Land Development and Subdivision Review Regulations and with other applicable portions of the Town Code.

Signature of Applicant

Date

Print Name

Signature of Professional Land Surveyor/Engineer

Registration No.

Date

Print Name

Initial written comments on the Master Plan (provided by the Administrative Officer) from the following, as appropriate:

MUNICIPAL DEPARTMENTS

Plans Submitted to:

Comments Received/Date

- A. _____ Public Works _____
- B. _____ Zoning Official _____
- C. _____ Building Official _____
- D. _____ Fire Department _____
- E. _____ Police Department _____
- F. _____ Conservation Commission _____
- G. _____ Applicable Water Authority _____
- H. _____ Tiverton Wastewater District _____
- I. _____ School Department _____
- J. _____ Town Solicitor _____
- K. _____ Town Administrator _____
- L. _____ Other (specify) _____

STATE AGENCIES

- A. _____ RIDEM _____
- B. _____ CRMC _____
- C. _____ RIDOT _____
- D. _____ Other (specify) _____