

APPENDIX C
TOWN OF LITTLE COMPTON, RHODE ISLAND
INSTRUCTIONS AND CHECKLIST FOR MAJOR SUBDIVISIONS

These **Instructions** and **Checklist** apply to **Major Subdivisions** – a subdivision resulting in six (6) or more lots, a subdivision requiring a waiver or modifications to these regulations, a nonresidential subdivision, or a subdivision with phasing.

There are four (4) stages of review – Pre-application, Master Plan, Preliminary Plan and Final Plan. See Article 5 for purposes, meetings and other requirements. The Checklist below is intended to guide the Applicant through each stage by noting submission requirements.

1. Pre-application

Complete item 1 of the Application Form for Submission of Major Subdivision Plan and submit to the Administrative Officer with the following:

One (1) copy of a proposed subdivision plan, which shall at least be a copy of the appropriate sheet(s) of the Town of Little Compton Assessors Plat. The Applicant need only depict an illustrative site plan, not necessarily to scale, but sufficient for general discussion and concept review. The Administrative Officer will schedule a meeting with the Planning board in accordance with Section 5.2 of these Regulations. Required submissions are noted with a ● in the Checklist under Column 1.

2. Master Plan

Complete items 1 and 2 of the Application Form for Submission of Major Subdivision Plan (new copy not necessary, if Pre-application stage complete) and submit to the Administrative Officer with the following:

Ten (10) copies of a narrative report (8 ½ X 11 sheets, stapled or bound) providing a general description of the existing physical environment and existing use(s) of the property along with a general description of the uses and type of development proposed by the Applicant. Required submissions are noted with a ● in the Checklist under Column 2. In addition, the report shall include items noted below:

- A. An aerial photograph or a copy of an existing aerial photograph (if not available, note reasons) of the proposed subdivision parcel and surrounding area.
- B. A copy of the soils map of the subdivision parcel and surrounding area, and a general analysis of soil types and suitability for the development proposed. If any prime agricultural soils are within the subdivision parcel(s) the soils map shall be marked to show the location of said prime agricultural soils.
- C. An estimate of the approximate number of people, including school-aged children to be housed in the proposed subdivision.
- D. Proposed phasing, if any.

E. A vicinity map (which may be drawn or copied from the Town of Little Compton Assessors Plats or other such map at a appropriate scale) to show the area within one-half mile of the subdivision parcel(s) depicting the locations of all streets, existing lot lines, and zoning district boundaries. Schools, designated open space, fire stations and other significant public facilities shall be indicated by shading and labeling the specific use.

F. Initial written comments on the Master Plan from the following agencies:

Town of Little Compton: Building Official, Conservation Commission, Police Dept., Fire Dept, School Dept., and the Newport Water Department for Subdivisions within 2,000 feet of the Watson Reservoir.

Adjacent communities: Only where the proposed subdivision is within 2,000 feet of the Town's borders with Tiverton R.I. or Westport, Mass.

State agencies: Departments of Environmental Management and Transportation, Coastal Resources and others deemed appropriate by the Administrative Officer.

Federal agencies: U.S. Army Corps of Engineers and Federal Emergency Management Agency if deemed appropriate by the Administrative Officer.

G. The Administrative Officer shall determine whether or not the plans are complete prior to submitting them for Planning Board review. Incomplete plans shall be returned to the Applicant.

H. Plans shall include a certification that all plans and improvements conform to all existing and amended standards of the State of Rhode Island, Board of Registration of Land Surveyors.

3. Preliminary Plan

Complete all items of the Application Form for Submission of Major Subdivision Plan (new copy not necessary, if Pre-application and Master Plan stages complete) and submit to the Administrative officer with the following:

Required submissions are noted with a ● in the Checklist under Column 3. In addition, the Preliminary Plan shall include items noted below:

A. Ten (10) copies of the preliminary plans drawn to a scale of 1 inch to 100 feet.

B. Size of sheets shall be 18 inches by 24 inches, folded not rolled.

C. Multiple sheets shall include Key Map and shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

- D. The Administrative Officer shall determine whether or not the plans are complete prior to submitting them for Planning Board review. Incomplete plans shall be returned to the Applicant.
- E. Plans shall include a certification, with signature and seal, that all plans and improvements conform to all existing and amended standards of the State of Rhode Island and Providence Plantations, Board of Registration of Land Surveyors as follows:

This survey and plan conform to a Class 1 (or 2) standard as adopted by the Rhode Island Board of Registration for Professional Land Surveyors.

I hereby certify that this survey was actually made on the ground as per record description and is correct. There are no encroachments either way across property lines except as shown.

By: Registered Professional Land Surveyor (SEAL) / Date

4. Final Plan

Complete all items of the Application Form for Submission of Major Subdivision Plan (new copy not necessary, note any changes from Preliminary Plan stage) and submit to the Administrative Officer with the following:

Required submissions are noted with a ● in the Checklist under Column 4. In addition, the Final Plan shall include items noted below:

- A. Plans to be Recorded – Five (5) paper copies of the Final Plan (which shall be an approved version of the Preliminary Plan, showing all required elements thereon) drawn to a scale of one (1) inch equals one hundred (100) feet, plus two (2) paper copies at one (1) inch equals two hundred (200) feet.
- B. Construction Drawings – One (1) copy of construction plans drawn to a scale of one (1) inch to fifty (50) feet.
- C. Any changes or requirements voted upon by the Planning Board at the Preliminary Plan stage.

CHECKLIST OF REQUIRED INFORMATION

1	2	3	4	Required, if shown with a ●
●	●	●	●	Application Form with name and address of Applicant and/or property owner
	●	●	●	Date of plan preparation, with revision date(s) (if any).
	●	●	●	Graphic scale
●	●	●	●	True north arrow
●	●	●	●	Plat and lot number(s) of the parcel being subdivided
●	●	●	●	Zoning district(s) of the parcel being subdivided. If more than one district, zoning boundary lines must be shown.
	●	●	●	Deed Book and Page References must be show, if appropriate.
	●	●	●	Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines.
	●	●	●	Perimeter boundary lines – Curves shall include radius, arc length, central angle, and tangent or chord length
	●	●	●	Location and dimensions of existing property lines within or adjacent to the subdivision parcel.
	●	●	●	Existing property lines shall show interior angles and distances
	●	●	●	Location and dimensions of existing easements and rights-of-way
●	●	●	●	Location, width and names of existing streets within and adjacent to the subdivision parcel.
		●		Names of abutting property owners and property owners across any adjacent streets
	●	●	●	Location of wooded areas and notation of existing ground cover.
●				Location of wetlands, watercourses or coastal features, if present on or within 200 feet of the property being subdivided to be generally identified on a plat map
	●			Location of wetlands, watercourses or coastal features, if present on or within 200 feet of the property being subdivided to be identified and flagged by a biologist
		●	●	Written confirmation from the Rhode Island Department of Environmental Management (RIDEM) pursuant to its <u>Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act.</u> , and any subsequent amendments thereto, that plans of the proposed subdivision, 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.
	●	●	●	Location and dimension of all existing utilities within and immediately adjacent to the subdivision, including ISDS, well(s), gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, stormwater drainage or other existing above or underground utilities.

1	2	3	4	Required, if shown with a ●
		●	●	Location of wells and ISDS as proposed – indicate if RIDEM approval is pending or received.
	●	●	●	Areas of agricultural use.
	●	●	●	Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision.
		●	●	Provisions for collecting and discharging stormwater.
	●	●	●	Location of historic cemeteries on or immediately adjacent to the subdivision (if any).
	●	●	●	Location of any unique natural and/or historic features, including stone walls.
	●	●	●	Proposed improvements including streets, lots, lot lines, with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines.
		●	●	Base flood elevation data.
	●	●	●	Soil erosion and sediment control plan.
	●	●	●	Landscaping plan to show all significant proposed clearing of land, removal of existing vegetation, revegetation and/or landscaping on street rights-of-way and upon individual lots if part of proposed subdivision improvements.
		●	●	Grading plan to show existing and proposed contours at two-foot intervals for all grading proposed for on and off-site street construction, drainage facilities and calculations upon individual lots if part of proposed subdivision improvements.
		●	●	Proposed street plan, profiles and cross-sections drawn at a scale of 1" = 50' for subdivisions.
	●	●	●	Monuments – See Appendix D
	●	●	●	Location, width and names of existing streets within and adjacent to the parcel being subdivided.
		●	●	Proposed street names.
		●	●	Two (2) copies of a drainage plan showing the measures to be taken to control erosion and sedimentation during and following the development of the subdivision and the measures planned to provide for the control of stormwater runoff.
	●	●	●	Location dimension and area of any land proposed to be dedicated to the Little Compton Agricultural Trust or other agency.
		●	●	Written approval of proposed subdivision, including any required off-site construction, from the Rhode Island Coastal Resources Management Council in the form of an Assent as provided in the Rhode Island Coastal Resources Management Program, (if necessary).
		●	●	A Physical Alteration Permit issued by the RI Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary)

1	2	3	4	Required, if shown with a ●
		●	●	Preliminary Subdivision Suitability Determination by the RIDEM for the use of individual sewage disposal systems (ISDS).
		●	●	Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents.
	●	●		The names and addresses of owners of all properties, agencies or communities requiring notification as required by these Regulations.
	●	●		Certified list of abutters from the Tax Assessor, including abutters, across adjacent streets.
	●	●		The names and addresses of owners of all properties, abutters, agencies or communities requiring notification as required by these Regulations, to be supplied on mailing labels, with completed US Postal Service Certified, Return-Receipt labels, with the Town Clerk's return address stamped thereon.
	●	●		Copies of return receipts for certified mail notices (above).
			●	Final written comments on the Preliminary Plan – Referral Form and attachments.
			●	Compliance with any additional improvements or conditions as required by the Planning Board in the Preliminary Plan stage.
		●	●	Certification by a Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and conforms to the survey requirements of these Regulations.
			●	Proof of homeowners' association for ownership of platted lot not for development, used for streets, and liability insurance of the same (if applicable).
		●	●	Deed transferring land proposed for dedication to the Town, Agricultural Conservancy Trust or other qualified group or agency for open space purposes (if applicable)
	●			Payment of Required Fees a. Application Filing Fee – See Section 7.5.1 ● b. Inspection Fee – See Section 7.5.2 ● c. Recording Fee – Final plat – Town Clerk
			●	Either of the following: a. A letter stating it is the intent of the applicant to complete the required improvements; or b. A letter requesting that security be set by the Board sufficient to cover the cost of required improvements.
			●	Performance bond or other financial guarantees (Initial amount and date set by Planning Board)
			●	Maintenance bond for acceptance of public improvements (optional)

Appendix C – Forms
Town of Little Compton Planning Board
Application Form for Submission of Major Subdivision Plan

Attach Additional Sheets as Needed.

_____ Pre-application Date _____

_____ Master Plan Date _____

_____ Preliminary Plan Date _____

_____ Final Plan Date _____

1. General Information

A. Location of Proposed Subdivision – Street address, If applicable:

B. Assessor's plat: _____ lot (s) _____

C. Applicant's Name (Include all owners of property):

D. Applicant's Address and Telephone:

E. Owner's Name, Address and Telephone (if different from Applicant):

2. Representation, if applicable (Include notarized letter of authorization)

A. Representative's Name (s)

B. Representative's Address and Telephone:

Application Form for Submission of Major Subdivision Plan – Page two

3. Description of Proposed Subdivision

4. Requested list of waivers from Development Review Regulations:

5. Tax Assessors Office, if applicable

I have reviewed the proposed subdivision and concur with the Lot(s) numbering sequence used by the Owner/Applicant.

Tax Assessor/Authorized Representative/Date

6. Tax Collectors Office

Current Tax Obligation for Lot (s) _____ Plat _____

_____ Has been met by the owner for tax period ending _____

_____ Has not been met by the owner. Submission is not acceptable until taxes are paid

Tax Collector/Authorized Representative/Date

7. Owner/Applicant's Signature(s) and date

State of Rhode Island
County of _____

In _____ on the _____ day of _____, 20____

Before me personally appeared _____,

to me known and known by me to be the person(s) executing this Application and he/she/they acknowledge said Application by him/her/they executed to be his/her/their free act and deed.

Signature: _____

Printed Name: _____

My Commission expires on: _____.