



Application:

I. Applicant

Name _____

Address _____

Telephone/Fax/Email _____

Owner

Name _____

Address _____

Telephone/Fax/Email _____

Project Name _____

Project Location _____

Zoning District _____

Acreage of Site _____

Attorney

Name _____

Address _____

Telephone/fax/email _____

II. Architect _____

Engineer _____

Landscape Architect _____

Project Coordinator _____

Special-Use Permit Required? Yes No Date Received _____

Variance Required? Yes No Date Received _____

Zoning Amendment Required? Yes No Date Received _____

Other Zoning Articles applicable during review of Plans: i.e. landscape, parking, etc..

Applicant(s) Signature _____ Date _____

Owner(s) Signature _____ Date _____



Town of Coventry - Subdivision and Land Development Regulations
CHECKLIST: Development Plan Review

Preparer: _____ Assessors Plat: _____ Lot: _____
 Phone Number: _____ Name of Project: _____
 Email and Fax Number: _____

****A copy of all plans shall be submitted in digital format (PDF)**

Please refer to the Submission Requirements for Development Plan Review projects for support in completing your application.

Section 1622 - All plans required by this Checklist shall show the following information (if applicable). If any checklist item appears to be inapplicable, please explain in the narrative:

P = Preapplication D = Development Plan Review

To be Checked by the Administrative Officer and Applicant		
A. TITLE BLOCK		
1.	P	D
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B. EXISTING CONDITIONS PLAN INFORMATION		
The existing conditions plan shall consist of detailed plans showing every lot, extending <u>at least 500'</u> beyond perimeter boundary lines of the parcel, contain title block information and the following items. For the Pre-Application Stage, lots extending at least 500' beyond perimeter boundary lines need not be included.		
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		_____ other proposed above or underground utilities
32.		Notation on plan if the parcel is located within any of the following areas: _____ Natural Heritage Areas (RIDEM) _____ Historic Districts (Town) _____ Groundwater Protection Area (RIDEM)
33.		Notation on plans if any existing structures are listed on the National Historic Register or have been recognized as having historical value

C. PROPOSED CONDITIONS PLAN(s)

34.		A zoning data table indicating Required and Proposed zoning as well as calculations necessary to determine conformance to zoning regulations. Land suitable and unsuitable for development breakdown (see Article III of the Subdivision Rules and Regulations), setbacks, frontage, building height, lot coverage, parking requirements etc. shall be included in this table
35.		Proposed new structures and buildings showing ground and final elevation(s);
36.		Location of proposed shopping facilities (if applicable)
37.		Proposed location and number of permanent bounds and corner markers
38.		Existing street ties (location where existing streets meet proposed street) (if applicable)
39.		Location of all interior lot lines and street lines with accurate dimensions indicated
40.		Proposed location, if any, for connection with existing water supply, storm water, solid or hazardous waste disposal and sanitary sewer systems or a notation that wells and ISDS are proposed
41.		Cross sections and location of proposed sewers, notation as to type of sewer installation (i.e. gravity vs. forced main) if applicable
42.		Proposed construction access road(s) or route(s)
43.		Proposed total linear footage of sidewalks, driveways, bike paths, curbs and streets measured at centerline. Indicate driveway material proposed
44.		Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated
45.		Grading plan to show proposed contours at two (2) foot intervals for all grading proposed for on and off-site street construction, drainage facilities
46.		Provisions for collecting and discharging stormwater
47.		Proposed drainage plan, a drainage maintenance plan and 2 copies of a drainage report/calculations for development and downstream prepared by a Registered Professional Engineer. To be reviewed, approved and stamped by the Town Engineer Note: Roof runoff infiltration systems may be requested if not proposed
48.		Location and dimensions of all proposed utilities within and immediately adjacent to the site, including: _____ sewer _____ phone, cable, TV _____ gas _____ water _____ fire alarm, hydrants _____ above and underground water storage tanks (approved by fire district) _____ electric _____ utility poles _____ stormwater drainage facilities _____ other proposed above or underground utilities
49.		Location, dimensions, height and characteristics of proposed signs. Please include a color photo or drawing of the proposed sign(s)
50.		Location and description of parking and loading areas, driveways, walkways, points of access and egress, traffic safety devices, and general circulation patterns (see Article 12)
51.		Bicycle parking provisions (racks and spaces provided), if required by the Planning Commission
52.		Designated trash collection area(s)
53.		Proposed location and total number of catch basins and manholes
54.		Proposed location and total length by size of all water pipes and laterals
55.		Proposed location and total length by size of all drain pipes
56.		Proposed location and number and species of street trees (as required by the regulations)
57.		Detailed Building Elevations for each façade _____ Identify building elevations for each façade _____ Identify façade orientation _____ Dimensions of façade elements, including height and width _____ Location, material and colors of windows, doors and framing _____ Materials and colors of all building elements and structures
58.		Alternate conceptual designs for land development (if applicable) showing approximate areas of alteration and identification of land areas and natural features to be preserved
59.		Notation of special conditions of approval imposed by the Planning Commission (if any)
60.		Notation of any Special Local, State or Federal Approvals/Permits Required: Approval letter from applicable Fire District _____ Preliminary Determination Application for Wetlands (DEM) _____ Wetlands (In)significant Alteration Permit _____ RIDEM Wetlands Delineation _____ RIPDES Permit _____ RIDOT PAP _____ Special Use Permit _____ Variance(s) _____ Waiver(s) _____ Other(s) _____
61.		Certification by a Registered Land Surveyor that all interior and perimeter lot lines and street lines of the land being developed have been designed to conform to Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations as prepared by the Rhode Island Society of Professional Land Surveyors, Inc., April 1994, as amended

D. CONSTRUCTION PLANS

62.		Final construction plans including plans of any additional improvements as required by the Planning Commission as a condition of approval
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E. SUPPORTING MATERIALS

The applicant shall submit to the Administrative Officer the required copies of a narrative report providing a detailed 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. The narrative report shall include the following:

63.		An aerial photograph of the parcel and surrounding area
64.		A copy of the Tax Assessor's plat map marked to indicate the boundary of the land to be developed
65.		Approximate cubic yards of rock and ledge excavation, yards of fill to be brought on site and yards of gravel excavation to be removed
66.		A vicinity map, drawn to a scale of 1"=400' or as necessary to show the area within one-half mile of the parcel showing the locations of all streets, lot lines, and zoning district boundaries. Schools, parks, fire stations, public transportation routes and other significant public facilities shall be indicated on the locus map by <u>shading and labeling</u> the specific use. Major watercourses, wetlands and other hydrological features including watershed boundaries shall be shown
67.		Traffic Study (if required by the Planning Commission)
68.		Parking Plans (Parking layout with spaces numbered per aisle and totaled, parking space calculations based on Article 12, 16 and 17)
69.		Written confirmation from the RI Department of Environmental Management pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed development, 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
70.		In lieu of item 69 above, an affidavit signed by a qualified professional (a wetlands biologist, a Registered Professional Engineer or a Registered Landscape Architect) stating that there are no freshwater wetlands present on or within 200 feet of the subject property
71.		Written confirmation that the Town's Sewer Subcommittee has reviewed plans for proposed sewer service, and has indicated whether sewer service is (is not) available and will (will not) be required
72.		Approval from Town Council for connection to sewers
73.		If Individual Sewage Disposal Systems are proposed, confirmation from the State Department of Environmental Management that the soils are adequate for the use of ISDS. Either of the following: _____Preliminary Suitability Report No. _____ (3-5 Lots) _____Water table verification No. _____ (2 Lots)
74.		Environmental Review Team (ERT) report if required by Planning Commission
75.		Asbestos and Lead Paint Abatement Required: _____ Yes _____ No
76.		Proof of Asbestos and Lead Paint Surveys prepared by a registered engineer or certified inspector and filed with the Department of Health
77.		Corporate Resolution authorizing a representative to make presentations on behalf of the corporation before the Planning Commission and names of principals and officers of the corporation applying for Development Plan approval
78.		Copies of return receipts for certified mail notices and a signed affidavit of notice
79.		Will steps be taken toward Energy Star Certification? (see Planning Department for information on the program)
80.		Written comments on the Plan, by the following as required (provided by Admin. Officer) _____ Planning Department Date _____ _____ Planning Commission Date _____ _____ Engineering/Public Works Date _____ _____ Building Inspector Date _____ _____ Solicitor Date _____ _____ Conservation Comm. Date _____ _____ Fire Department(s) Date _____ _____ Police Department Date _____ _____ School Department Date _____ _____ Recreation Department Date _____ _____ Other (specify below) Date _____ _____ _____ Adjacent Communities (specify) _____ Date _____
81.		Certificate(s) from the Tax Collector, fire district, and sewer authority (if applicable) showing that all taxes and fees due on the parcel have been paid for a period of five (5) years prior to filing of the final plat and that there are no outstanding municipal liens on the parcel
82.		Written confirmation that a Physical Alteration Permit (PAP) application, issued by the State Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary), will be submitted to RIDOT
83.		Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions or other required legal documents. Specify
84.		A landscape plan by a registered landscape architect to show all significant clearing of land, removal of existing vegetation, re-vegetation and/or landscaping showing buffer areas, screening, fencing and plantings and a schedule for landscaping pursuant to Article 17 (on streets rights-of-way and upon subject property)
85.		An approved Soil Erosion and sediment Control Plan (see Article III of the Coventry Code of Ordinances), if required by the Coventry Soil and Erosion Control Ordinance. This plan shall be reviewed, approved and stamped by the Building Official and/or Town Engineer
86.		Any additional requirements of the Planning Commission:
87.		At the discretion of the Planning Commission, a public informational meeting shall be held. If held, all owners within the notice area shall be notified by certified mail, return receipt requested. A copy of return receipts shall be included with the names and addresses of all property owners, agencies or communities notified _____ Meeting Required _____ Meeting Not required

		___ Notification Required	___ Notification Not Required
88.		Appropriate Signature block on final plans and mylar for recording (shall contain a line each for the Planning Commission Chairman, Planning Commission Secretary and date. In the case that the plans are to be approved administratively, the signature block shall contain a line for the Administrative Officer and one for each Planning Commission figure)	
F. PAYMENT OF REQUIRED FEES			
ALL CHECKS ARE TO BE MADE OUT TO THE TOWN OF COVENTRY			
89.		Filing Fee - \$200	
90.		Filing Fee - \$150 up to 15,000 sq ft under development \$350 15,000 sq ft to 1 acre under development \$100 each additional acre under development	
91.		Cemetery perpetual care fee, if required. Amount \$ _____	

I hereby certify that the information presented in this application is true and accurate to the best of my knowledge.

PREPARER

DATE