



Town of Coventry - Subdivision and Land Development Regulations
CHECKLIST: MINOR LAND DEVELOPMENTS & MINOR SUBDIVISIONS

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 Minor/Major Subdivision and Land Development Projects for support in completing your application. For cluster developments, refer to the separate checklist for Cluster Development Final Submissions rather than the Final Submission category on this checklist.

All plans required by this Checklist shall show the following information (if applicable). The shaded boxes within the checklist indicate that an item is not needed for that particular planning stage. If any checklist item appears to be inapplicable, please explain:

P1 = Preapplication P2 = Preliminary F = Final

	P 1	P 2	F	To be Checked by the Administrative Officer and Applicant
A. TITLE BLOCK				
1.				Name of the proposed subdivision
2.				Name, address and telephone of property owner (s), applicant(s) and legal counsel. If the owner of record is a corporation, the name and address of the president and secretary
3.				Name, address and telephone number of preparer
4.				Date of plan preparation, with revision date(s) (if any)
5.				Graphic scale (approximately 1" = 40'), true north arrow
6.				Map legend (items displayed on all maps/plans shall be symbolized in a legend)
7.				Plat and lot number(s) of the land being subdivided
8.				Name, address, phone & stamp of Registered Engineer or Land Surveyor responsible for the plans
B. EXISTING CONDITIONS PLAN INFORMATION				
The existing conditions plan shall consist of detailed plans showing every lot, contain title block information and the items listed below. For the Preliminary Plat Application, all lots extending <u>at least 500'</u> beyond perimeter boundary lines of subdivision shall be depicted on the plans. For final submissions, existing conditions that will remain shall be included on the proposed plan.				
9.				Date of existing conditions shown
10.				Acreage of parcel to the nearest tenth acre
11.				Zoning district(s) and Fire district(s) of the land being subdivided. If more than one district, boundary lines must be shown
12.				Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
13.				Location and dimensions of existing property lines within or adjacent to the subdivision parcel, easements and rights-of-way
14.				Location, width and names of existing streets, existing street ties (Location where existing streets meet proposed subdivision street.) curb cuts, sidewalks, curve data within and immediately adjacent to the subdivision parcel
15.				Existing easements, rights of way, driveways and rail lines
16.				Abutter's Map containing a proper scale, the appropriate radius for the zoning district, plat and lot numbers, and names and addresses of abutters; R-20 Zone: 500' feet _____ RR-2 Zone: 1000' feet _____ RR-3 & RR-5 Zone: 2000' feet _____ Commercial Zone: 500' feet _____ Notification Required: _____ (yes or no) Additional mail notice required for notice areas which fall within watersheds or within ½ mile of a public watershed or wellhead (see RI General Laws Section 45-23-53). Do either of these conditions apply to your project? _____
17.				Location of existing wooded areas, notation of existing ground cover
18.				Location of any unique natural or manmade and/or historic features, including stone walls, rock outcroppings, embankments and retaining walls
19.				Location of wetlands or watercourses on site and within 200 feet of the perimeter of the subdivision parcel
20.				Location and elevation of 100 year flood plain
21.				Areas of existing agricultural use (if any)
22.				Existing topography of the development and for a 500' radius beyond the site with maximum contour intervals of two (2) feet, appropriate benchmarks shall be indicated (location of benchmarks tied to the RI Coordinate system where possible) Note: contours for the 500' foot radius beyond the site may be decreased to 10' intervals which are available through USGS
23.				Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision
24.				Location of historic cemeteries within or immediately adjacent to the subdivision (if any)

			If any, approval by the Town Council of a proposal for perpetual care of cemeteries on the lot _____
25.			Location of percolation test holes (soil evaluation test results)
26.			Location of groundwater determined test holes (soil evaluation test results)
27.			Location and dimensions of all existing utilities within and immediately adjacent to the subdivision, including: _____ sewer _____ phone, cable, TV _____ gas _____ water _____ fire alarm, hydrants _____ above and underground water storage tanks _____ electric _____ utility poles _____ stormwater drainage facilities _____ other proposed above or underground utilities
28.			Notation on plan if the subdivision parcel(s) are located within any of the following areas: _____ Natural Heritage Areas (RIDEM) _____ Historic Districts (Town) _____ Groundwater Protection Area (RIDEM)
29.			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)			
30.			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.
31.			Area of the subdivision parcel and proposed number of buildable lots, dwellings or other proposed improvements. Indicate acreage for all proposed lots
32.			Location and number of proposed permanent bounds and corner markers
33.			Location of all interior lot lines and street lines with accurate dimensions indicated
34.			Proposals, if any, for connection with existing water supply and sanitary sewer systems or a notation that wells and ISDS are proposed
35.			Proposed improvements including streets, lots, lot lines setback lines and curb cuts, with lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines
36.			Proposed construction access road(s) or route(s)
37.			Proposed total linear footage of sidewalks, driveways, curbs and streets measured at centerline. Indicate driveway material proposed
38.			Profile and cross section of streets every fifty feet where cut or fill exceeds 2 feet and indicate: _____ Slope detail for cutting and filling or terracing of land _____ Proposed street names
39.			Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated
40.			Grading plan to show proposed contours at two (2) foot intervals for all grading proposed for on and off-site street construction, drainage facilities and grading upon individual lots if part of proposed subdivision improvements
41.			Proposed drainage plan, a drainage maintenance plan and <u>2 copies</u> 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
42.			Location and dimensions of all proposed utilities within and immediately adjacent to the subdivision, including: _____ sewer _____ phone, cable, TV _____ gas _____ water _____ fire alarm, hydrants _____ above & underground water storage tanks (approved by Fire District) _____ electric _____ utility poles _____ stormwater drainage facilities _____ other proposed above or underground utilities
43.			Plans approved by the Fire Marshall for the applicable Fire District. The applicant will arrange to meet with the Fire Marshall to obtain cistern/hydrant placement approval and overall approval of proposed plans. Once approved, the Fire Marshall shall sign 3 original copies of the applicable plans. One original will remain with the fire district, one will be submitted to Planning and the remaining one will be the applicant's copy
44.			Designated trash collection area(s)
45.			Proposed total number of catch basins and manholes
46.			Proposed total length by size of all water pipes and laterals
47.			Proposed total length by size of all drain pipes
48.			Proposed number and species of street trees (as required by these regulations)
49.			Proposed location, dimension and area of any land proposed to be set aside as open space or dedicated to the town (or fees in lieu of land) and maintenance plan for open space
50.			Alternate conceptual designs for land development (if applicable) showing approximate areas of alteration and identification of land areas and natural features to be preserved
51.			Notation of special conditions of approval imposed by the Planning Commission (if any)
52.			Notation of any Special Local, State or Federal Approvals/Permits Required: Approval letter from the 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)_____
53.			Certification by a Registered Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided 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. Measurement standards for surveys shall meet the minimum standards for Class I surveys
54.			Notice of the Fair Share Development Fees shall be provided on the Record Plan as follows: THE PARCELS DEPICTED ON THIS PLAN ARE SUBJECT TO FAIR SHARE DEVELOPMENT FEES. THE FEES SHALL BE ASSESSED UPON THE ISSUANCE OF A BUILDING PERMIT AND COLLECTED IN FULL ON OR BEFORE THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY
D. SUPPORTING MATERIALS			
The applicant shall submit to the Administrative Officer the required copies of a <u>narrative report</u> 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. The narrative report shall include the following:			
55.			An aerial photograph of the proposed subdivision parcel and surrounding area
56.			A copy of the Tax Assessor's plat map marked to indicate the boundary of the land to be developed
57.			A copy of the soils map of the subject parcel, in same scale as the Concept Plan with a general analysis of soil types and suitability for proposed development, including information on approximate water table elevations and flood potential. The map will include a legend with descriptions of soil types. If any prime agricultural soils are within the subdivision parcel(s) the soils map shall be marked to show location of said soils
58.			Approximate cubic yards of rock and ledge excavation, yards of fill to be brought on the site and yards of gravel excavation to be removed
59.			The required copies of the Planning Department's Fiscal Impact Analysis form for the proposed development
60.			A vicinity map, to a scale of 1"=400' or as necessary to show the area within one-half mile of the subdivision parcel showing the locations of all streets, existing 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
61.			Proposed street plan and profiles drawn at a scale of 1"=40' horizontal and 1"=4' vertical if required by the Planning Commission
62.			Parking Plans, if required by the Planning Department and/or Planning Commission
63.			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 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
64.			In lieu of item 63 above, an affidavit signed by a qualified professional (a wetlands biologist, a Registered Professional Engineer) stating that there are no freshwater wetlands present on or within 200 feet of the property being subdivided
65.			Written confirmation that Kent County Water Authority has reviewed the plan and is able to provide water service without individual pneumatic pumps to all proposed parcels at a pressure of no less than 35 psi at the street. (if proposed) Kent County Water Authority _____ Date of Letter _____
66.			Updated letter from Kent County Water Authority stating that they have seen the final plans, approved them and will supply water without individual pneumatic pumps with a minimum of 35 psi at the street to the development upon recording. (NOTE: THIS LETTER IS VALID FOR SIX (6) MONTHS ONLY)
67.			Written confirmation from the Sewer Subcommittee whether sewer service is (is not) available and will (will not) be required
68.			Approval from Town Council for connection to sewers
69.			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 Subdivision Suitability Report No. _____ (3-5 Lots) ____ Water table verification No. _____ (2 Lots)
70.			Asbestos and Lead Paint Abatement Required: ____ Yes ____ No
71.			Proof of Asbestos and Lead Paint Surveys prepared by a registered engineer and filed with the Department of Health
72.			Corporate Resolution authorizing a representative to make presentations on behalf of the corporation before the Planning Commission for all <u>approval stages</u> and names of principals and officers of the corporation applying for subdivision approval
73.			Will any steps be taken toward Energy Star Certification? (see Planning Department Staff for information pertaining to the program)
74.			Copies of return receipts for certified mail abutter notices and a signed affidavit of notice
75.			Either of the following: ____ A letter to the Planning Commission stating the subdivider's intent to complete the required improvements prior to endorsement and recording; or, ____ A letter to the Planning Commission requesting that security sufficient to cover the cost of required improvements be established by the Board Initial amount set by Commission _____ Date _____
76.			Certificate(s) from the Tax Collector, fire district, and sewer authority (if applicable) showing that all

			taxes and fees due on the parcel being subdivided 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
77.			A Physical Alteration Permit (PAP) 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)
78.			Engineering analysis of water system to establish: that there will be no decrease in water pressure or supply to surrounding property owners and that there will be adequate water supply and pressure to each new house in accordance with the building code
79.			Engineering analysis of sewer system (if any)
80.			Deed restrictions (if any)
81.			Two (2) copies of highway deeds
82.			Two (2) copies of easement deeds (drainage, power, etc.)
83.			Two (2) copies of deed restrictions on the land
84.			Two (2) copies of deed restrictions with wetlands disclosure for all lots requiring individual RIDEM approval concerning wetlands
85.			Two (2) copies of deeds to land dedicated to Town for recreation use or fees in lieu of land Amount \$ _____
86.			Two original signed copies of all legal documents describing the property, including proposed easements and rights-of-way, dedications, restrictions, or other required legal documents Specify: _____
87.			Residential compound agreements if required
88.			Cluster agreements, if required
89.			Residential Compound Association and maintenance agreement, if required
90.			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 individual lots if part of proposed subdivision improvements)
91.			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
92.			Any additional requirements of the Planning Commission: _____ _____
93.			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
94.			Two (2) copies of the certification of Cash Guarantee with the Town
95.			Performance guarantees or other financial guarantees Initial Amount \$ _____ Date set by Planning Commission _____
96.			Maintenance guarantees for acceptance of public improvements (if applicable) Amount \$ _____ Date of Acceptance _____ Description _____ Date of Expiration _____
97.			Appropriate Signature block on final plans 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)
E. PAYMENT OF REQUIRED FEES			
ALL CHECKS ARE TO BE MADE OUT TO THE TOWN OF COVENTRY FINAL PLANS ARE TO BE RECORDED WITH THE TOWN CLERK. CERTAIN FEES WILL APPLY			
98.			Filing Fee - \$400
99.			Filing Fee: \$200 plus \$20 per unit
100.			Filing Fee - \$400
101.			Maintenance guarantees (no letters of credit or insurance bonds allowed) Amount \$ _____ Date set by Planning Commission _____
102.			Fees in-lieu-of land dedication Amount \$ _____
103.			Inspection fee - two (2) percent of the total amount of guarantees paid to the Town (non-refundable) Amount \$ _____
104.			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