

**FINAL PLAN CHECKLIST**  
**Minor Subdivision, No Street Creation or Extension**

**To initiate the application, the applicant shall submit to the Administrative Officer:**

1. The application review fee, as established by the South Kingstown Subdivision and Land Development Regulations;
2. Two (2) copies of the Project Review Application Form, printed double-sided;
3. Two (2) copies of the Project Team Form\*;
4. One (1) notarized Owner Authorization Form for each owner of property proposed for subdivision\*;
5. Two (2) full size, paper copies of each required plan, as indicated in Sections (B), (C), and (D) below;
6. The number of copies of each of the required supporting materials, as indicated in Section (E), below, printed double-sided as may be appropriate; and
7. PDFs of all application materials (all application forms, plans, and supporting materials), which are to be uploaded to the Town's FTP site.

*\*Forms must be submitted with each application. If no change has occurred in the Project Team or related to the ownership of the parcel since Preliminary Plan review and approval, duplicate copies may be submitted with notation of current date of submittal.*

If subsequent submittal of a revised plan set is required, the Administrative Officer will indicate how many full size and/or reduced copies are required. Each revised plan set shall also be submitted as a PDF(s).

The Administrative Officer shall have the authority to determine if any of the requirements of this Checklist are not applicable to the proposed development and therefore not required for a Certificate of Completeness to be issued.

**(A) Every plan sheet submitted shall contain the following information:**

1. Name of the proposed subdivision
2. Plat and lot number(s) of the land being subdivided
3. Name and address of the applicant(s)
4. Name and address of the property owner(s)
5. Name, address and telephone number of the engineer and/or land surveyor who prepared the plan
6. Date of plan preparation, with all revision date(s), if any

7. Graphic scale
8. True north arrow
9. Zoning district(s) of the land being subdivided; if more than one district, zoning boundary lines must be shown
10. Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines, with dimensions indicated
11. Location, width and names of existing public and private streets within and immediately adjacent to the subdivision parcel
12. Perimeters of wetland areas on the subdivision parcel(s), if any, as flagged by a certified wetlands biologist, and associated wetland buffers as defined by RIDEM; verification by RIDEM may be required if deemed necessary by the Administrative Officer due to the potential constraints on developable lot size, and associated wetland buffers as defined by RIDEM
13. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the subdivision parcel(s)
14. Coastal features adjacent to the subdivision parcel(s), if any, as identified or flagged by a certified wetlands biologist, and associated wetland buffers as defined by RI CRMC
15. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the subdivision, including base flood elevation data for applicable zones

**(B) Existing Conditions Plan(s)**

The applicant shall submit an Existing Conditions Plan(s), which shall accurately depict the following information, in addition to the information listed in (A), above:

1. Area of the subdivision parcel(s)
2. Existing easements and rights-of-way within or adjacent to the subdivision parcel(s), with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
3. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
4. Names of abutting property owners and property owners immediately across any adjacent public or private streets
5. Notation of existing ground cover with approximate locations of any existing wooded areas

6. Boundaries and notation of the soil types classifications for the entire area of the subdivision parcel(s), as identified by the most recent USDA RI Soil Survey
7. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
8. Identification of areas containing prime agricultural soils and farmland soils of statewide importance, or, if no such soils are present on the site, a notation indicating such
9. Existing contours at intervals of two (2) feet
10. Location, size, and use/type of existing buildings or significant above-ground structures on the subdivision parcel(s)
11. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the subdivision parcel(s)
12. Location, size, and type of all existing above and below ground utilities, including sewer, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be present on the site or within the right of way along the property frontage
13. Location and assumed perimeter of historic cemeteries on or immediately adjacent to the subdivision parcel(s), or, if no historic cemeteries are present on the site, a notation indicating such
14. Location of any unique historic features present on the site, including but not limited to stone walls, or if none, a notation indicating such
15. Location of any unique natural features present on the site, including but not limited to trees of 15" caliper or greater, or if none, a notation indicating such
16. Notation indicating that the subdivision parcel(s) are located or not located within the following areas of special concern:
  - a. Natural Heritage Areas, as defined by RIDEM
  - b. The area(s) under the jurisdiction of any Special Area Management Plan (SAMP) of RI CRMC, including but not limited to the Narrow River SAMP, and the Salt Ponds Region SAMP
  - c. The Town of South Kingstown Groundwater Protection Overlay District
  - d. Areas within a TMDL watershed, as identified by RIDEM and the Town of South Kingstown

- e. An OWTS Critical Resource Area, as defined by RIDEM
  - f. A Drinking Water Supply Watershed, as defined by RIDEM
17. Notation indicating that the subdivision parcel(s) or any building(s) within the parcel is or is not listed on the National Register of Historic Places
  18. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

**(C) Proposed Conditions Plan(s)**

The applicant shall submit a Proposed Conditions Plan(s), which shall be in substantial conformance with the approved Preliminary Plan. Any utility, monumentation, or other physical improvement details shown within the Plan(s) shall conform to the standards found within the Subdivision and Land Development Regulations. The Proposed Conditions Plan(s) shall accurately depict the following information, in addition to the information listed in (A), above:

1. Proposed number of buildable lots
2. Proposed easements and rights-of-way within the subdivision parcel(s), or those to be acquired adjacent to the subdivision parcel(s) as may be necessary
3. Proposed lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
4. Location, dimension and area of land proposed to be set aside as open space, if any
5. Locations and types of proposed survey and open space monumentation
6. Proposed location, size, and type of all above ground and underground utilities servicing the property, including wastewater, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be required for site development
7. If proposed, plan and profile design information for any extension of public or private utility infrastructure
8. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM
9. All utility and site improvement related details, including those related to the installation of drainage systems, and utility infrastructure, as applicable

10. Certification by a RI Registered Professional Engineer that the Proposed Conditions Plan is correct
11. Any revisions to the proposed conditions required by the Preliminary Plan approval
12. Notation of any special conditions as required by the Preliminary Plan approval
13. Certification by a RI Registered Professional Engineer that the Proposed Conditions Plan is correct

Minor subdivisions proposed as **Flexible Design Residential Projects (FDRPs)** shall also include the following items on the Proposed Conditions Plan(s):

14. The location of proposed building footprints
15. The location of proposed driveways and any other areas proposed for parking

#### **(D) Draft Record Plan**

The applicant shall submit a Draft Record Plan(s), which shall accurately depict the following information, in addition to the information listed in (A), above:

1. Proposed lot lines, with accurate dimensions, geometries and lot areas, drawn so as to distinguish them from existing property lines
2. Location, dimension and area of land proposed to be set aside as open space, if any
3. Location and type of proposed survey monumentation
4. If land is to be set aside as open space, proposed locations of open space markers
5. Notation of any special conditions as required by the Preliminary Plan approval
6. Notation of any permits and/or agreements obtained from or made with state and federal agencies, including permit number if applicable
7. Certification by a RI Registered Land Surveyor confirming:
  - a. The perimeter lot lines of the land being subdivided meet a Class I standard; and
  - b. All interior lot lines have been designed to conform to the latest edition of the 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

#### **(E) Supporting Materials**

The following supporting materials must be submitted at the time of application:

1. **1 draft copy** of all legal documents relating to the subdivision, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval, including but not limited to deed descriptions for all resultant lots, and any proposed easements, dedications, restrictions, and/or covenants
2. **2 copies** of metes and bounds description(s) and warranty deed(s) for all lands proposed to be dedicated to the Town for open space purposes, if any, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval
3. **2 copies** of an estimate of the cost of installation of all on- and off-site improvements, if any, including landscaping if applicable, prepared by a Registered Professional Engineer
4. For subdivisions with freshwater wetlands present on the subdivision parcel(s), **2 copies** of either:
  - An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or
  - A letter of non-jurisdiction from RIDEM
5. **2 copies** of any RIDEM stormwater or other general construction permits that are required, or an affidavit, signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required