

FINAL PLAN CHECKLIST
Minor Land Development Project

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 development*;
5. Two (2) full size, paper copies of each required plan, as indicated in Sections (A), (C), (D), and (E), below;
6. The number of copies of each of the required supporting materials, as indicated in Section (F), 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) Cover Sheet

The Final Plan set shall include a Cover Sheet, which includes the information listed below:

1. Name of the proposed land development project
2. Plat and lot number(s) of the land being developed
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. List of sheets contained within the plan set
8. Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable

(B) Every plan sheet submitted pursuant to Sections (C), (D), and (E), below, shall contain the following information:

1. Name of the proposed land development project
2. Plat and lot number(s) of the land being developed
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 developed; if more than one district, zoning boundary lines must be shown
10. Perimeter boundary lines of the development, 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 development parcel
12. Perimeters of wetland areas on the development parcel(s), if any, as flagged by a certified wetlands biologist and verified by RIDEM, 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 development parcel(s)
14. Coastal features adjacent to the development parcel(s), if any, as identified or flagged by a certified wetlands biologist and verified by RI CRMC, and associated wetland buffers as defined by RI CRMC

15. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the development, including base flood elevation data for applicable zones

(C) 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 development parcel(s)
2. Existing easements and rights-of-way within or adjacent to the development 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 depiction of any existing wooded areas
6. Boundaries and notation of the soil types classifications for the entire area of the development 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. Accurate 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 development parcel(s)
12. Accurate 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 development 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 significant specimen trees, or if none, a notation indicating such
16. Notation indicating that the development 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 development 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 developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

(D) 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. Location, size, and use/type of proposed buildings and structures, including proposed number of residential units per building

2. Any proposed on- and/or off-site improvements, including streets, access drives, parking areas, sidewalks and bicycle paths
3. If proposed, notation as to whether any proposed street extension or creation is to be private or public
4. If proposed, roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure, and proposed street names
5. Proposed easements and rights-of-way within the subdivision parcel(s), or those to be acquired adjacent to the development parcel(s) as may be necessary
6. Location, dimension and area of land proposed to be set aside as open space, if any
7. 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
8. If proposed, plan and profile design information for any extension of public or private utility infrastructure
9. The locations and design details of any On-Site wastewater Treatment System(s) proposed for use within the development
10. Locations and types of proposed survey and open space monumentation, if any
11. Limits of disturbance/work relative to on- and off-site improvements and infrastructure installation
12. Grading plan(s), to show proposed contours at 2-foot intervals for all grading proposed for on- and off-site improvements
13. Soil erosion, run-off and sedimentation control plan(s)
14. Landscape plan(s), to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations
15. Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer
16. All utility and site improvement related details, including those related to the installation of streets, sidewalks, drainage systems, and utility infrastructure both on- and off-site, as applicable

17. Proposed phasing, including depiction of which on- and off-site improvements are to be installed in which phase, if applicable
18. Any revisions to the proposed conditions required by the Preliminary Plan approval
19. Notation of any special conditions as required by the Preliminary Plan approval
20. Certification by a RI Registered Professional Engineer that the construction drawings are correct

(E) Draft Record Plans

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. Site plan(s), certified by a RI Registered Land Surveyor confirming the perimeter lot lines of the land being subdivided meet a Class I standard, and indicating:
 - a. Location, size, and use/type of proposed buildings and structures;
 - b. Any proposed on- and/or off-site improvements, including access drives, parking areas, sidewalks and bicycle paths;
 - c. Existing and proposed easements and rights-of-way within the development parcel(s), or those to be acquired adjacent to the subdivision parcel(s) as may be necessary;
 - d. Proposed streets, if any, with accurate areas and dimensions;
 - e. Location, dimension, and use of any area of land proposed to be set aside as open space;
 - f. If land is to be set aside as open space, proposed locations of open space markers;
 - g. Location and type of proposed survey monumentation, if any;
 - h. Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable; and
 - i. Notation of any special conditions as required by the Preliminary Plan approval.
2. Grading plan(s), to show proposed contours at 2-foot intervals for all grading proposed for on- and off-site street construction, and drainage facilities, certified by a RI registered Professional Engineer
3. Landscape plan(s), to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations, signed by a licensed Landscape Architect

4. Drainage plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, and configuration, certified by a RI registered Professional Engineer

(F) 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 development, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval, including but not limited to any proposed easements, dedications, restrictions, and/or covenants
2. **2 draft copies** of the metes and bounds description(s) and warranty deed(s) for all proposed public roadways and/or 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, including landscaping, prepared by a Registered Professional Engineer