

**CONCEPTUAL MASTER PLAN CHECKLIST**  
**Major Subdivision**

**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. Sixteen (16) 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. Six (6) full size, paper copies of each required plan/sheet, as indicated in Sections (A), (C), (D), and (E), below;
6. Major subdivisions proposed as Flexible Design Residential Projects (FDRPs) shall submit six (6) full size, paper copies of an Open Space Use Plan, as described in Section (F), below;
7. The number of copies of each of the required supporting materials, as indicated in Section (G), below, printed double-sided as may be appropriate; and
8. 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 Pre-Application Concept Review submittal, 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). **When the plan set is ready for review by the Planning Board, ten (10) reduced (11 x 17) copies of the plan set will be required.**

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 Conceptual Master Plan set shall include a Cover Sheet, which includes, at a minimum, the information listed below:

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 set
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 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

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 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 subdivision, 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 (B), above:

1. Area of the subdivision parcel(s)
2. An aerial photograph of the subdivision parcel(s)
3. Exact location of existing easements and rights-of-way within or adjacent to the subdivision parcel(s), with a notation of the South Kingstown Land Evidence Records Book and Page reference
4. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets
5. Names of abutting property owners and property owners immediately across any adjacent public or private streets
6. Notation of existing ground cover with depiction of any existing wooded areas
7. 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
8. Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
9. 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
10. Existing contours at intervals of two (2) feet, with identification of ridge lines of existing hills
11. Boundaries of applicable watersheds for the subject parcel

12. Location and approximate coverage of any existing streets, driveways, farm roads, woods roads, and/or trails that have been in public use (pedestrian, equestrian, bicycle, etc.)
13. Accurate location, size, and use/type of existing buildings or significant above-ground structures on the subdivision parcel(s)
14. Approximate location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the subdivision parcel(s)
15. Approximate location 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
16. 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
17. Accurate location of any unique historic features present on the site, including but not limited to stone walls, or if none, a notation indicating such
18. Accurate location of any unique natural features present on the site, or if none, a notation indicating such
19. Location and size of trees with a caliper of fifteen inches or greater that are within the area proposed for disturbance or alteration
20. 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

21. 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
22. 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

**(D) Yield Plan**

The applicant shall submit a Yield Plan demonstrating the maximum number of lots that the subdivision would be allowed under the conventional zoning and subdivision requirements, taking into account all environmental, natural and man-made physical constraints to improvement. The Yield Plan shall comply with the dimensional requirements of the zoning district in which it is located, and shall accurately depict the following information, in addition to the information listed in (B), above:

1. Boundaries and total area of any land classified as “unsuitable for development,” as defined by the Subdivision and Land Development Regulations
2. Number of buildable lots
3. Lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
4. Streets, with accurate areas and dimensions, designed in compliance with the Subdivision and Land Development Regulations’ street design standards, as may be necessary to provide the required frontage for each buildable lot
5. Demonstration that each developable lot would have permanent and adequate physical access to a public street
6. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations on each lot, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM, indicating that an OWTS system would be permitted within the boundaries of each developable lot

**(E) Proposed Conditions Plan(s)**

The applicant shall submit a Proposed Conditions Plan(s) that complies with 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 (B), above:

1. Boundaries and total area of any land classified as “unsuitable for development,” as defined by the Subdivision and Land Development Regulations
2. Proposed number of buildable lots

3. 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
4. Proposed lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
5. Proposed streets, if any, with accurate areas and dimensions
6. If proposed, notation as to whether the proposed street extension or creation is to be private or public
7. Location, dimension, and anticipated use of any area(s) proposed to be set aside as open space
8. 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
9. Proposals, if any, for connection with existing water supply and sanitary sewer systems or a notation that wells and OWTS are proposed
10. 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
11. Conceptual designs of proposed stormwater management infrastructure, including type, location, and configuration

**(F) Open Space Use Plan (FDRPs only)**

The Conceptual Master Plan submittal for any major subdivision proposed as a Flexible Design Residential Projects (FDRP) shall include an Open Space Use Plan, which depicts the following:

1. The general location and area of all proposed open space
2. The general proposed use(s) of each open space area
3. Existing topography of the open space areas
4. Existing ground cover of the open space areas
5. The location and nature of any buildings, structures, stone walls, or other unique natural and/or historic features within the open space areas

6. Indication of areas of open space from which existing vegetation will be removed or altered and areas which are proposed to be disturbed or otherwise graded, excavated, or altered from their existing natural state
7. Generalized proposals for re-grading, re-vegetating, and/or landscaping of proposed disturbed areas
8. Areas proposed to be left in their existing natural states without any disturbance

**(G) Supporting Materials**

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

1. **16 copies** of either:
  - A written, signed statement indicating the specific sections of the Regulations from which waiver and/or modification is requested; or
  - A written, signed statement indicating that no waivers and/or modifications are being requested
2. **16 copies** of a narrative report or written statement including:
  - A general description of the existing physical environment and existing use(s) of the property;
  - A general description of the use(s) and type(s) of development proposed;
  - A statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed subdivision, including consideration of existing conditions and significant site features;
  - An estimate of the approximate population of the proposed subdivision;
  - An estimate of the number of school-aged children to be housed in the proposed subdivision;
  - A general analysis of soil types and suitability for the development proposed;
  - A general viewshed analysis, showing the location and extent of significant views both from and within the proposed development parcel, as well as anticipated views into the property from adjacent public or private streets and properties;
  - A statement of the potential fiscal impacts of the subdivision on Town expenses and revenues; and

- A description of proposed phasing, if any.
3. **10 copies** of a vicinity map drawn to a measurable scale as necessary to show the area within one-half mile of the subdivision parcel, identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations, and other significant public facilities
  4. **10 copies** of an aerial photograph of the subdivision parcel(s)
  5. If no freshwater wetlands and/or wetland buffers are depicted within the plan set, **2 copies** of an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision parcel(s)
  6. If wetland edge verification is required by the Administrative Officer, **2 copies** of documentation of such verification from RIDEM
  7. Either, **2 copies** of:
    - An affidavit signed by a qualified professional stating that there are no coastal features and/or buffer areas adjacent to or within the subdivision parcel(s); or
    - A Preliminary Determination, including coastal feature verification, from the Coastal Resources Management Council.
  8. For subdivisions proposing service by public water, **2 copies** of a written statement from the appropriate water company or district confirming that water service is available
  9. For subdivisions proposing service by public sewer, **2 copies** of a written statement from the Town of South Kingstown Department of Public Services confirming that sewer service is available
  10. For subdivisions proposing service by OWTS(s), **2 copies** of either:
    - Subdivision site suitability certification from RIDEM; or
    - Soil evaluation approval from RIDEM