

***Town of Foster Planning Department
Major Land Development and Major Subdivision
Master Plan Checklist***

The applicant shall submit to the Administrative Officer at least ten (10) black line copies of the master plans required below in hard copy and electronic format. The scale of all plans shall be sufficient to clearly show all of the information required and shall be subject to the approval of the Administrative Officer. At a minimum, the plan should provide the following information:

A. Submission Requirements

1. ☐ Stenographer Fee, as needed and to be paid before the formal Hearing.
2. ☐ Ten (10) copies of a narrative report providing a general description of the existing physical environment of the uses and type of development proposed by the applicant.
 - a. An aerial photograph or a blue line copy of an existing aerial photograph of the proposed subdivision parcel and surrounding area
 - b. A copy of the soils map of the subdivision parcel and surrounding area, and a general analysis of soil types and suitability for the development proposed.
 - c. If any prime agricultural soils are within subdivision parcel(s), the soils map shall be marked to show the location of said prime agricultural soils
 - d. An estimate of the approximate population of the proposed subdivision
 - e. An estimate of the number of school-aged children to be housed in the proposed subdivision
 - f. Proposed phasing, if any
3. ☐ Waiver requests for the next review stage or request to combine review stages, if any.

B. Master Plan Drawings shall contain the following information:

1. ☐ Title of Subdivision, if any
2. ☐ Date of plan preparation, with revision date(s), if any
3. ☐ North Point
4. ☐ Locus Map
5. ☐ Include a graphic scale bar
6. ☐ Name, stamp, and signature of registered professional preparer(s)
7. ☐ Location of existing and set physical monuments. All monumentation must be set prior to recording of survey plan with the Town of Foster.
8. ☐ Location of wooded areas and notation of existing ground cover

Master Plan Checklist – Major Subdivision – page 2

9. ☐ Deed restrictions and lot zoning requirements, showing setbacks graphically
10. ☐ Name(s) of property owner(s) and abutting property owner(s)
11. ☐ Assessor's lot and plat # of property and abutting properties
12. ☐ Sheet size = One (1) full-sized set at 24"x36" and ten (10) 11"x17"
13. ☐ Dimensions as follows: width of road (widths and location of any existing rights-of-way, distances of existing and proposed new lot lines, and the angles that are formed by their intersections)
14. ☐ Acreage or square feet area of each parcel
15. ☐ Location of any existing ponds, watercourses or other wetland areas or environmental features within or within 200 feet of the perimeter of the subdivision parcel. Include copy of USGS map with parcel located on it.
16. ☐ Areas of agricultural, silvicultural or farm use
17. ☐ Existing contours at intervals of at least five feet
18. ☐ Identification and location of all existing structures with distances to front, side and rear lot lines shown on the plan
19. ☐ Identification and location of any existing septic system and well, with distances to front, side and rear lot lines shown
20. ☐ Location and dimension of all existing utilities within and immediately adjacent to the subdivision, including, water, electric, phone, fire alarm, hydrants, utility poles, stormwater drainage facilities or other above or underground utilities
21. ☐ Location of historic cemeteries on or immediately adjacent to the subdivision parcel(s) (if any)
22. ☐ Location of any unique natural and/or historic features and resources, including stone walls and listed¹ historic sites, buildings and structures
23. ☐ Notation on plan if the subdivision parcel(s) are located within any of the following areas:
 1. Natural Heritage Areas (RIDEM)
 2. Farmland/Conservation District
 3. Scituate Reservoir Watershed
24. ☐ Proposed roads, lots, lot lines, with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines

¹see list of historic resources in *Foster, Rhode Island, Statewide Historical Preservation Report P-F-1*, Rhode Island Historical Preservation Commission, June 1982.

- [illegible]

1. *Journal of the American Medical Association*, 1997; 278: 1039-1044.

_____g_____

At _____ M. Recorded in Book No. _____ Page _____

<i>Town of Foster, Rhode Island</i>		<i>Department of Planning</i>	
<i>Submission Record for</i>		<i>-Land Development-</i>	
<i>Submission</i>	<i>Board Action</i>	<i>Date:</i>	<i>Signed:</i>
<i>Certificate of Completeness</i>	<input type="checkbox"/> <i>Certified</i> <input type="checkbox"/> <i>Returned for cause</i> <input type="checkbox"/> <i>Denied</i>	_____	_____
<i>Preliminary Review</i>	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Returned for cause</i> <input type="checkbox"/> <i>Denied</i>	_____	_____
<i>Final Review</i>	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Returned for cause</i> <input type="checkbox"/> <i>Denied</i>	_____	_____
<i>Received for Record</i> _____		<i>Date:</i> _____	
<i>At</i> _____ <i>M. Recorded in Book No.</i> _____ <i>Page</i> _____			
<i>Of the Land Evidence in the Town of Foster, Rhode Island.</i>			
_____ <i>Town Clerk</i>			

C. Supporting Material

Initial written comments on Master Plan from the following agencies: (provided by Administrative Officer)

Local Agencies:

- | | |
|--|------------|
| <input type="checkbox"/> Planning Department | Date _____ |
| <input type="checkbox"/> Town Council | Date _____ |
| <input type="checkbox"/> Public Works | Date _____ |
| <input type="checkbox"/> Town Solicitor | Date _____ |
| <input type="checkbox"/> Conservation Com | Date _____ |
| <input type="checkbox"/> Recreation Com | Date _____ |
| <input type="checkbox"/> Police Dept | Date _____ |
| <input type="checkbox"/> Engineering Dept | Date _____ |
| <input type="checkbox"/> School Dept | Date _____ |
| <input type="checkbox"/> Other (specify) _____ | Date _____ |

Adjacent Communities, within one thousand feet (1,000') of proposed subdivision:

- | | |
|---------|------------|
| ▪ _____ | Date _____ |
| ▪ _____ | Date _____ |
| ▪ _____ | Date _____ |
| ▪ _____ | Date _____ |

State Agencies:

- | | |
|-------------------------|------------|
| ▪ DEM | Date _____ |
| ▪ DOT | Date _____ |
| ▪ Other (specify) _____ | Date _____ |

Federal Agencies:

U.S. Army Corps of Eng Date _____

FEMA Date _____

Other (specify) _____ Date _____

D. Certification and Review Process

1. The Master Plan application shall be certified, in writing, as complete or incomplete by the Administrative Officer within 90 days from the date of submission.
2. Once certified, it shall be referred to the Planning Board for review. A public information meeting shall be held prior to the Planning Board's decision, unless the master plan and preliminary plan approvals are being combined (see Article VI.B.1.d.).
3. The Planning Board shall approve, approve with changes and/or conditions, or deny the application within one hundred and twenty (120) days of certification of completeness.
4. Upon approval, the master plan shall be referred to the next review stage.