

***Town of Foster Planning Department
Major Land Development or Major Subdivision
Preliminary Plan Checklist***

The applicant shall submit to the Administrative Officer all items required for previous review stages for a major subdivision and the following additional supporting materials indicated below in hard copy and electronic format:

A. Preliminary Site Plans

The applicant shall submit to the Administrative Officer at least ten (10) black line copies of the preliminary site plans and Class I registered survey based on the Master Plan submission. One full-sized set at 24"x36" is required, and a sufficient number of sheets shall be included to clearly show all of the information required; ten (10) sets at 11"x17" shall be submitted. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

B. Submission Requirements

1. Stenographer Fee, as needed and to be paid before the formal Hearing.
2. Ten (10) copies of the narrative report providing a general description of the existing physical environment of the uses and type of development proposed by the applicant, including any changes since Master Plan submission.
3. Waiver requests for the next review stage, if any

C. An Existing Conditions Map(s) to show the following (additional to Master Plan submission requirements):

1. ☐ Date of the existing conditions shown
2. ☐ Area of parcel being subdivided
3. ☐ Location of wooded areas and notation of existing ground cover
4. ☐ Areas of agricultural, silvicultural, or farm use (if applicable)
5. ☐ Location of any unique natural and/or historic features, including stone walls
6. ☐ Location of wetlands or watercourses present on or within 200 feet of the property being subdivided or developed
7. ☐ Existing topography with minimum contour intervals of 2 feet
8. ☐ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision
9. ☐ Location and dimensions of all existing utilities within and immediately adjacent to the subdivision
10. ☐ Location of historic cemeteries within or immediately adjacent to the subdivision (if any)

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11. ☐ Base flood elevation data
12. ☐ Indication of property's location in relation to 100-year flood plain areas.
13. ☐ Certification by a Registered Professional Land Surveyor that a perimeter survey of the land being subdivided or developed has been performed and conforms to the survey requirements of these Regulations and of the RI State Board of Professional Land Surveyors.

D. A Proposed Conditions Map(s) to show the following (additional to Master Plan submission requirements):

1. ☐ Proposed improvements including roads, lot lines, with approximate lot areas and dimensions shown. Proposed lot lines shall be drawn so as to distinguish them from existing lot lines
2. ☐ Location and dimension of all utilities within and immediately adjacent to the subdivision or development
3. ☐ Grading plan to show proposed contours at 2 foot intervals for all grading proposed for on- and- off site road construction, drainage facilities and upon individual lots if part of proposed subdivision improvements
4. ☐ Landscaping plan to show all significant clearing of land, removal of existing vegetation, re-vegetation and/or landscaping on road rights-of-way and upon individual lots if part of proposed subdivision improvements
5. ☐ Soil erosion and sediment control plan
6. ☐ Proposed road profiles drawn at a scale of 1" = 40' horizontal and 1" = 4' vertical
7. ☐ Road cross-sections
8. ☐ Proposed road(s)
9. ☐ Proposed bike paths
10. ☐ Proposed road trees, if required by Planning Board
11. ☐ Proposed drainage plan and drainage calculations prepared by a Registered Professional Engineer
12. ☐ Location, dimension and area of any land propose to be set aside as open space
13. ☐ Location of proposed stump dumps
14. ☐ Open Space Management Plan, if applicable

- ## E. Supporting Material

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6. ☐ Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions or other required legal documents – Specify _____
7. ☐ A letter stating that it is the intent of the applicant to complete the required improvements prior to the Planning Board's endorsement of the final plan; or,

A letter requesting that security sufficient to cover the cost of required improvements as provided in Article ___ be set by the Planning Board

Initial Amount set by Board _____ Date _____

8. ☐ Final written comments on the Preliminary Plan (provided by Administrative Officer)
- | | |
|--|------------|
| <input type="checkbox"/> Planning Department | Date _____ |
| <input type="checkbox"/> Public Works | Date _____ |
| <input type="checkbox"/> Building Official | Date _____ |
| <input type="checkbox"/> Engineering Board | Date _____ |
| <input type="checkbox"/> Town Solicitor | Date _____ |
| <input type="checkbox"/> Conservation Commission | Date _____ |
| <input type="checkbox"/> Other (specify) _____ | Date _____ |

F. Certification and Review Process

1. The application shall be certified, in writing, as complete or incomplete by the Administrative Officer within sixty (60) days) from the date of submission.
2. Once certified, it shall be referred to the Planning Board for review. A Public Hearing shall be held prior to the Planning Board's decision according to Section VI.D. of the Subdivision Regulations.
3. The Planning Board shall approve, with changes or conditions, or deny the application within one hundred and twenty (120) days of the certification of completeness.
4. Upon approval, the preliminary plan shall be referred to the final review stage.