



Town of Foster Planning Department Minor Land Development or Minor Subdivision Preliminary Checklist

Definitions: *Minor Land Development* is a plan for a residential project as defined in local regulations, provided that such development does not require waivers or modifications as specified in Section XIV of the *Town of Foster Land Development and Subdivision Regulations*. All non-residential land development projects shall be considered as major land development plans.

Minor Subdivision is a plan for a residential subdivision of land consisting of five (5) or fewer units, or lots, provided that such subdivision does not require waivers or modifications as specified in Section XIV of the *Town of Foster Land Development and Subdivision Regulations*. All nonresidential subdivisions shall be considered as Major Subdivisions. A Minor Subdivision consists of two formal stages, a preliminary review stage and a final review stage, which may be combined providing requirements for both stages have been met by the applicant. Developers or their representatives shall schedule a pre-application conference with the Planning Board and Administrative Office to present their proposals informally and to receive comments and directions.

The applicant shall submit to the Administrative Officer all items required from Pre-Application for a minor subdivision and the following additional supporting materials indicated below in hard copy and electronic format:

A. Preliminary Site Plans

1. **Contact List:** include the names of all parties involved in the Subdivision.
2. **Narrative Report:** Ten (10) copies providing a general description of the existing physical environment of the uses and type of development proposed by the applicant.
3. **Stenographer Fee**, as needed and to be paid before the formal Hearing.
4. **Waiver requests for the next review stage, if any**

B. Map Requirements

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. 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.).

The site plans shall be prepared by a registered professional preparer(s) and shall contain the following information:

1. ☐ Sheet size = One (1) full-sized set at 24"x36" and ten (10) 11"x17"
2. ☐ A Graphic Scale Bar must be included
3. ☐ Key: Map legend defining symbols used on the map
4. ☐ North Point
5. ☐ Locus Map

6. ☐ Title of Subdivision, if any
7. ☐ List Zoning Requirements for the type of zone
8. ☐ Date of Plan Preparation, with revision date(s), if any.
9. ☐ Name, stamp, and signature of registered professional preparer(s)
10. ☐ Name and address of firm preparing said map(s).
11. ☐ List all proposed easements, rights-of-way, and all appropriate covenants and deed restrictions.
12. ☐ List location, dimensions and area of any land proposed to be set aside as open space.
13. ☐ A signed statement shall appear on the survey plan, as required by the RI State Board of Professional Land Surveyors. Please refer to the Class I Survey checklist.
14. ☐ A certificate block for signatures for the Administrative Officer / Planning Board approval must appear on every page of every plan as shown below:

<i>Town of Foster, Rhode Island</i>		<i>Department of Planning</i>	
<i>Submission Record for</i>		<i>-Minor-</i>	<i>Subdivision</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>			

15. ☐ Notation on plan if the subdivision parcel(s) are located within any of the following areas:
 - ☐ Rare & Endangered Species
 - ☐ Natural Heritage Areas (RIDE)
 - ☐ Farmland/Conservation District
 - ☐ Scituate Reservoir Watershed

C. General Lot(s) Information–for Both Existing and Proposed Lots

1. ☐ Assessor's Plat and Lot Number of Property, and all abutting properties
2. ☐ Name(s) of Property Owner(s) and all abutting property owners

3. ☐ Total acreage and square footage of each lot / parcel within the subdivision
4. ☐ Existing boundary line of entire parcel shown as a solid line and new lot line(s) shown as a solid line.
5. ☐ Property lines to be revised or eliminated shown as a broken line
6. ☐ **Dimensions and lengths of the following items:** width of road; widths and locations of existing rights-of-way; distances of existing lot lines; and the angles formed by their intersections.
7. ☐ **Dimensions, lengths, and approximate areas of the following:** Proposed roads, lots, lot lines, and lots. Proposed lot lines shall be drawn so as to distinguish them from existing property lines.
8. ☐ State the amount of road frontage for each individual lot.
9. ☐ Show location of existing monuments, and any monuments to be set. All monuments must be set prior to recording of the Class I survey in the Town of Foster.
10. ☐ Show setback requirements graphically, as required by zoning ordinance on individual lots.
11. ☐ Proposed front corners shall be referenced by measurement to an abutter of the original parcel or to an established point.

D. Existing Conditions, Structures & Setbacks

1. ☐ Identification and location of any wooded areas and notation of existing ground cover upon / within the subdivision.
2. ☐ Identification and location of Historic Cemeteries on / in / or immediately adjacent to the subdivision parcel(s) (if any).¹ Indicate if none are present.
3. ☐ Identification and location of any unique natural and/or historic features and resources, including stone walls, listed historic sites, buildings and structures.¹ Indicate if none are present.
4. ☐ Identification and location of all existing structures with distances to front, side and rear lot lines shown on the plan. Indicate if none are present.
5. ☐ Identification and location of any existing septic system and wells, with distances to front, side and rear lot lines shown on plan. Note: It may be necessary to verify that the proposed lot or any structures thereon, does not interfere with an abutter's well setback or OWTS setback requirements.

¹ see list of historic resources in Foster, Rhode Island, Statewide Historical Preservation Report P-F-1, Rhode Island Historical Preservation Commission, June 1992.

6. ☐ List names and location of all existing roads, easements or other public rights-of-way, either bordering on the property or going through the property so divided. Indicate if none are present.

E. Topographic, Grading, Drainage, and Utilities Issues:

1. ☐ Location and dimensions 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.
2. ☐ Existing topographic contours at intervals of at least five (5) feet.
3. ☐ Identification and location of existing areas of agricultural, silvicultural, or farm use.
4. ☐ Grading plan in sufficient detail to show proposed contours for all grading proposed for on and off-site street construction, drainage facilities and grading upon individual lots if part of proposed subdivision improvements (if applicable)
5. ☐ Proposed drainage plan and drainage calculations prepared by a Registered Professional Engineer, if required by the Planning Board
6. ☐ Proposed utilities plans, including electric, phone, fire alarm, hydrants, utility poles, or other proposed aboveground or underground utilities as applicable.

F. Wetlands, Wetland Issues and Setbacks (Indicate if none are present.)

1. ☐ Location of any existing ponds, watercourses, streams, rivers or other wetland areas or environmental features within 200 feet of the perimeter of the subdivision parcel. Include copy of USGS map with parcel located on it.
2. ☐ Indication of the property's location in relation to 100-year-floodplain areas. Indicate if not applicable.
3. ☐ Indication of set back requirements from the wetlands in accordance with state and town regulations.

G. Supporting Materials

1. ☐ Soils map of the area. If any prime agricultural soils are within the subdivision parcel(s), the soils map shall be marked to show location of said prime agricultural soils
2. ☐ If individual sewage disposal systems are proposed, confirmation from the State Department of Environmental Management that the soils are adequate for the use of ISDS.
3. ☐ If alteration of freshwater wetlands is proposed, confirmation from the RIDEM that such alteration is permitted and under what conditions, if any.

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4. ☐ Soil and sedimentation erosion control plan, if required
5. ☐ A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary)
6. ☐ Either of the following:
 - a. A letter to the Planning Board of the subdivider's intent to complete the required improvements prior to endorsement and recording; or,
 - b. A letter to the Planning Board requesting that security sufficient to cover the cost of required improvements prior to endorsement and recording
7. ☐ The names and addresses of all property owners, agencies or communities requiring notification as required by these Regulations (required only if a road extension or creation is involved):

Notification: _____ Required
 _____ Not Required
8. ☐ Copies of return receipts for certified mail notices (if required in No. 7 above)
9. ☐ Proposed landscape plan, if required

H. Certification and Review Process

1. The application shall be certified, in writing, as complete or incomplete by the Administrative Officer within twenty-five (25) days from the date of submission.
2. Once certified as complete, the application will be referred as a whole to the Planning Board for review at its next meeting.
3. The Planning Board may reassign a proposed minor project to major review if it is unable to make positive findings as required in Section III.A. of the Subdivision Regulations.
4. The Planning Board shall approve, deny or approve with conditions the preliminary plan within sixty-five (65) days of certification of completeness if no road creation or extension is required, or hold a public hearing within ninety-five (95) days if a road or road extension is required, according to Section VI.D. of the Subdivision Regulations.
5. Upon approval, the preliminary plan shall be referred to the final review stage.