

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

Definitions: Major land development project. A land development project that exceeds the thresholds for a minor land development project as set forth in RIGL 45-23-32(19)(i), Sec. 32-161 and Sec. 32-5 of the Foster Code of Ordinances. The process by which major land development projects are reviewed by the local planning board, commission, technical review committee, or administrative officer is set forth in RIGL 45-23-39.

Major subdivision. A subdivision creating ten (10) or more buildable lots. The process by which a municipal planning board or commission reviews any subdivision qualifying for this review under § 45-23-39.

The applicant shall submit to the Administrative Officer copies of the master plan including the material specified below in 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 - \$250.00, as needed and to be paid before the Public 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. 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 monuments 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
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 listed historic sites, buildings and structures
23. ☐ Notation on plan if the subdivision parcel(s) are located within any of the following areas:

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

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
- 25. ☐ 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)
- 26. ☐ Proposed drainage plan and drainage calculations prepared by a Registered Professional Engineer, if required by the Planning Board
- 27. ☐ Proposed utilities plan, including electric, phone, fire alarm, hydrants, utility poles, or other proposed above or underground utilities, as applicable
- 28. ☐ Location, dimension and area of any land proposed to be set aside as open space
- 29. ☐ Base flood elevation data
- 30. ☐ All proposed easements, rights-of-way, and/or dedications of open space and appropriate covenants and deed restrictions
- 31. ☐ Existing boundary line of entire parcel shown as solid line and new lot line shown as solid line
- 32. ☐ Property lines to be revised or eliminated shown as broken line
- 33. ☐ Proposed front corners shall be referenced by measurement to an abutter of the original parcel or to established point
- 34. ☐ Amount of road frontage remaining in original lot from which new lot or lots are being cut
- 35. ☐ Names and location of all existing roads, easement or other public or rights-of-way either bordering on the property or going through the property so divided
- 36. ☐ 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.

37. ☐ A certificate block drawing, for signatures for Planning Board approval and Town Clerk recordings should be located on **each page** of the plan.

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

<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>	_____	_____
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<i>At</i> _____ <i>M. Recorded in Book No.</i> _____ <i>Page</i> _____			
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_____ <i>Town Clerk</i>			

C. Supporting Material

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

Local Agencies:

- ☐ Planning Department Date _____
- ☐ Town Council Date _____
- ☐ Public Works Date _____
- ☐ Town Solicitor Date _____
- ☐ Conservation Com Date _____
- ☐ Recreation Com Date _____
- ☐ Police Dept Date _____
- ☐ Engineering Dept Date _____

☐ School Dept Date _____

☐ 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 twenty-five (25) days of the 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 on the master plan. If the master plan and preliminary plan review stages are being combined, a public hearing shall be held during the combined stage of review (see 32-183(4) and RIGL 45-23-39(c)(4)).

3. The Planning Board shall, within ninety (90) days of certification of completeness, or within a further amount of time that may be consented to by the applicant through the submission of a written waiver, approve of the master plan as submitted, approve with changes and/or conditions, or deny the application, according to the requirements of RIGL 45-23-60 and 45-23-63.

4. Upon approval, the master plan shall be referred to the next review stage. If the master plan review is combined with preliminary plan review and both reviews are approved, the master plan and preliminary plan shall be referred to the final plan review stage.