



Town of Foster Planning Department

Pre-Application Checklist for Minor Subdivision

The applicant shall submit to the Administrative Officer all required information in electronic format at planner@townoffoster.com. Plans shall include a certification that all plans and improvements conform to all standards of the State of Rhode Island and Providence Plantations, Boards of Registration for Professional Engineers, Landscape Architects, and Land Surveyors. The following materials must be delivered to the Planning Department for review:

1. _____ Plan title block with proposed name of the development; name(s) and addresses(s) of applicant(s), owner(s), and designer(s) of the plan; date prepared; revision box to identify all changes from previous submissions; and Plat(s) and Lot number(s) for proposed development plans shall bear the stamp of the Professional Land Surveyor and Professional Engineer who prepared them.
2. _____ Site boundary, north arrow, plat and lot number(s), calculated area of property, zoning district(s), and the plat and lot numbers and zoning districts of abutting lots; scale of drawings, including graphic scale.
3. _____ Existing land use and zoning of site and the surrounding area within one-half mile of the perimeter of the site.
4. _____ Existing traffic and circulation patterns.
5. _____ Soil classifications, descriptions, and area calculation of soil types.
6. _____ Existing topography at no greater than ten (10) foot contour intervals, slopes, vistas, kettle holes, rock outcrops, and drainage patterns on site and within a three hundred (300) foot perimeter of the site.
7. _____ Existing drainage swales, wetlands, streams, ponds, groundwater recharge areas, groundwater reservoirs, wellhead protection areas, coastal features, Natural Heritage Areas, scenic corridors, stone walls, historic features and the 100-year flood plain boundary.
8. _____ Areas proposed for development, areas reserved for future development, and tentative street layout.
9. _____ Approximate locations of proposed buildings, ISDS, sanitary sewers, public water, drainage, and parking.

- 10._____Existing vegetation and proposed open space.
- 11._____If the proposal is for a cluster subdivision, at least one conventional subdivision alternative shall be submitted for review and discussion.
- 12._____Total number and density of proposed dwelling units, number of bedrooms per dwelling unit, and total square footage of commercial and industrial space (whichever is appropriate).
- 13._____A location map showing the physical relationship of the proposed subdivision or land development project to the area within a radius of one-half mile using a U.S. Geological Survey (USGS) quadrangle map. Said location map shall identify the location of all brooks, streams, ponds, lakes, wetland areas, public drinking water reservoirs, groundwater reservoirs, groundwater recharge areas, wellhead protection areas, and public wells, and other public facilities within one thousand (1,000) feet of the proposed subdivision or land development.
- 14._____Aerial photograph at a scale of not less than 1" = 400' showing the same area covered by the one-half mile radius map.
- 15._____Completed application signed by the applicant and property owner.
- 16._____Application fee.
- 17._____Certificate of the tax collector that all taxes due on the land have been paid prior to filing the Pre- Application.
- 18._____Site walk authorization form.
- 19._____Owner authorization form.
- 20._____Any Preliminary Plan submission waiver requests or request to combine review steps.
- 21._____Such other information as may be requested by the Planning Department or the Planning Board.