

***Town of Foster Planning Department
Major Land Development or Major Subdivision
Preliminary 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 all items required for previous review stages for a major subdivision and the following additional supporting materials indicated below in electronic format:

A. Preliminary Site Plans

The applicant shall submit to the Administrative Officer an electronic copy of the preliminary site plans and Class I registered survey based on the Master Plan submission. A sufficient number of sheets shall be included to clearly show all of the information required.. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, sheet 2 of 3, etc.).

B. Submission Requirements

1. Stenographer Fee - \$250.00, only required if review of master plan is combined with review of preliminary plan or there has been a major change to the application as defined in Sec. 32-161(11)(ii) has been made since the approval of the Master Plan. If combined review is held, or a major change has been made, the fee must be paid before the Public Hearing.
2. An electronic copy 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
4. Pursuant to Sec. 32-184(8) and RIGL 45-23-39(d)(4), Where combined review is not held, prior to the first planning board meeting on the preliminary plan, public notice shall be sent to abutters only at least fourteen (14) days before the meeting.

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)
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

- ## **E. Supporting Material**

Submission Record for -Major- Subdivision

Submission

Board Action

Date:

Signed:

Certificate of Completeness ☐ *Certified* ☐ *Returned for cause* ☐ *Denied*

Preliminary Review ☐ *Approved* ☐ *Returned for cause* ☐ *Denied*

Final Review ☐ Approved ☐ Returned for cause ☐ Denied

Received for Record _____ Date: _____

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

Of the Land Evidence in the Town of Foster, Rhode Island.

Town Clerk

Town of Foster, Rhode Island Department of Planning

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Submission

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5. ☐ The names and addresses of all property owners, agencies or communities requiring notification as required by these Regulations
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)

☐ Planning Department Date _____

☐ Public Works Date _____

☐ Building Official Date _____

☐ Engineering Board Date _____

☐ Town Solicitor Date _____

☐ Conservation Commission Date _____

☐ Other (specify) _____ Date _____

9. ☐ If the applicant is requesting alteration of any variances and/or special-use permits granted by the planning board at the master plan stage of review pursuant to unified development review provisions, and/or any new variances and/or special-use permits, such requests and all supporting documentation shall be included as part of the preliminary plan application materials, pursuant to § 45-23-50.1(b).

F. Certification and Review Process

1. The application shall be certified by the Administrative Officer as complete or incomplete within twenty-five (25) days of submission.

2. Once certified, it shall be referred to the Planning Board for review. A Public Hearing shall only be held prior to the Planning Board's decision on the preliminary plan if a major change is made from the approved master plan pursuant to Sec. 32-184(14) and RIGL 45-23-39(f)(2). In such cases, notice for the public hearing is required and must be given at least fourteen (14) days prior to the date of the meeting in a newspaper of local circulation within the municipality. Notice must be mailed to the applicant and to all property owners within the notice area, as specified by local regulations. .

3. A complete application for a major subdivision or development plan shall be approved, approved with conditions, or denied in accordance with the requirements of RIGL 45-23-60 and 45-23-63, within ninety (90) days of the date when it is certified complete, or within a further amount of time that may be consented to by the developer through the submission of a written waiver. Provided that, the timeframe

for decision is automatically extended if evidence of state permits has not been provided, or otherwise waived in accordance with this section.

4. Upon approval, the preliminary plan shall be referred to the final review stage.