



Town of Coventry - Subdivision and Land Development Regulations  
**CHECKLIST: MAJOR LAND DEVELOPMENTS & MAJOR SUBDIVISIONS – MASTER PLAN**

Preparer: \_\_\_\_\_ Assessors Plat: \_\_\_\_\_ Lot: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Name of Project: \_\_\_\_\_

Email and Fax Number: \_\_\_\_\_

**\*\*A copy of all plans shall be submitted in digital format (PDF)**

Please refer to the Submission Requirements for Minor/Major Subdivision and Land Development Projects for support in completing your application. For cluster developments, refer to the separate checklist for Cluster Development Final Submissions rather than the Final Submission category on this checklist.

All plans required by this Checklist shall show the following information (if applicable). If any checklist item appears to be inapplicable, please explain in the space provided after the checklist.

C	App Code	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
		<b>A. EXISTING CONDITIONS PLAN INFORMATION</b>		
		Name of the proposed subdivision		
		Name, address and telephone of property owner (s), applicant(s) and legal counsel.		
		Name, address and telephone number of preparer		
		Date of plan preparation, with revision date(s) (if any)		
		Graphic scale (approximately 1" = 40'), true north arrow		
		Map legend (items displayed on all maps/plans shall be symbolized in a legend)		
		Plat and lot number(s) of the land being subdivided		
		Name, address, phone & stamp of Registered Engineer or Land Surveyor responsible for the plans		
		Date of existing conditions shown		
		Acreage of parcel to the nearest hundredth acre		
		Zoning district(s) and fire district(s) of the land being subdivided. If more than one district, zoning boundary lines and fire district lines must be shown		
		Perimeter boundary lines of the subdivision or phase, drawn to distinguish them from other property lines		
		Location and dimensions of existing property lines within or adjacent to the subdivision parcel, including easements, driveways, and rights-of-way		
		Location, width and names of existing streets, existing street ties (Location where existing streets meet proposed subdivision street.) curb cuts, sidewalks, curve data within and immediately adjacent to the subdivision parcel		
		Location of existing wooded areas, notation of existing ground cover, any trees over 50 years old		
		Location of any unique natural or manmade and/or historic features, including stone walls, rock outcroppings, embankments and retaining walls, and existing structures listed on the National Historic Register		
		Location of wetlands or watercourses on site and within 200 feet of the perimeter of the subdivision parcel		
		Location and elevation of 100 year flood plain		
		Areas of existing agricultural use (if any)		
		Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision		
		Location of historic cemeteries within or immediately adjacent to the subdivision (if any) If any, approval by the Town Council of a proposal for perpetual care of cemeteries on the lot _____		
		Location of percolation and groundwater determined test holes (soil evaluation test results)		
		Location and dimensions of all existing utilities within and immediately adjacent to the subdivision, including: _____ sewer _____ phone, cable, TV _____ gas _____ water _____ fire alarm, hydrants _____ above and		

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		underground water storage tanks <input type="checkbox"/> electric <input type="checkbox"/> utility poles <input type="checkbox"/> stormwater drainage facilities <input type="checkbox"/> other proposed above or underground utilities		
		Notation on plan if the subdivision parcel(s) are located within any of the following areas: <input type="checkbox"/> Natural Heritage Areas (RIDEM) <input type="checkbox"/> Historic Districts (Town) <input type="checkbox"/> Groundwater Protection Area (RIDEM)		
		<b>C. PROPOSED CONDITIONS PLAN(s)</b>		
		Name of the proposed subdivision		
		Name, address and telephone of property owner (s), applicant(s) and legal counsel.		
		Name, address and telephone number of preparer		
		Date of plan preparation, with revision date(s) (if any)		
		Graphic scale (approximately 1" = 40'), true north arrow		
		Map legend (items displayed on all maps/plans shall be symbolized in a legend)		
		Plat and lot number(s) of the land being subdivided		
		Name, address, phone & stamp of Registered Engineer or Land Surveyor responsible for the plans		
		A zoning data table indicating Required and Proposed zoning as well as calculations necessary to determine conformance to zoning regulations. Land suitable and unsuitable for development breakdown (see Article III of the Subdivision Rules and Regulations), setbacks, frontage, building height, lot coverage, parking requirements etc. shall be included in this table		
		Area of the subdivision parcel and proposed number of buildable lots, dwellings or other proposed improvements. Indicate accurate acreage for all proposed lots		
		Proposed location of proposed permanent bounds and corner markers if applicable		
		Existing street ties (location where existing streets meet proposed subdivision street)		
		Proposed location, if any, for connection with existing water supply, storm water and sanitary sewer systems or a notation that wells and ISDS are proposed		
		Proposed improvements including streets, lots, lot lines setback lines and curb cuts, with lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines		
		Proposed construction access road(s) or route(s)		
		Proposed total linear footage of sidewalks, driveways, bike paths, curbs and streets measured at centerline. Indicate driveway material proposed		
		Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated		
		Approximate cubic yards of rock and ledge excavation, yards of fill to be brought on site and yards of gravel excavation to be removed. This can be noted in the narrative rather than on plans		
		Provisions for collecting and discharging stormwater		
		Location and dimensions of all proposed utilities within and immediately adjacent to the subdivision, including: <input type="checkbox"/> sewer <input type="checkbox"/> phone, cable, TV <input type="checkbox"/> gas <input type="checkbox"/> water <input type="checkbox"/> fire alarm, hydrants <input type="checkbox"/> above and underground water storage tanks (approved _____ by fire district) <input type="checkbox"/> electric <input type="checkbox"/> utility poles <input type="checkbox"/> stormwater drainage facilities <input type="checkbox"/> other proposed above or underground utilities		
		Conceptual layout of drainage infrastructure, street trees, set asides for recreation, schools, or open space, and shopping facilities (if any).		
		Alternate conceptual designs for land development (if applicable) showing approximate areas of alteration and identification of land areas and natural features to be preserved		
		Notation of special conditions of approval imposed by the Planning Commission (if any)		
		Notation of any Special Local, State or Federal Approvals/Permits Required		

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		Certification by a Registered Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations as prepared by the Rhode Island Society of Professional Land Surveyors, Inc., April 1994, as amended. Measurement standards for surveys shall meet the minimum standards for Class I surveys		
		<b>D. Construction Drawings</b>		
		<b>E. SUPPORTING MATERIALS</b>		
		<p>Abutter's Map containing a proper scale, the appropriate radius for the zoning district, plat and lot numbers, and names and addresses of abutters;</p> <p style="text-align: center;">R-20 Zone: 500' feet _____  RR-2 &amp; 3 Zone: 1000' feet _____  RR-5 Zone: 2000' feet _____  Commercial Zone: 500' feet _____</p> <p>Notification Required: _____(yes or no)  Additional mail notice required for notice areas which fall within watersheds or within ½ mile of a public watershed/wellhead (see RI General Laws Section 45-23-53). Do either of these conditions apply to your project? _____</p>		
		Required copies of the Planning Department's Fiscal Impact Analysis form for the proposed development		
		Proposed phasing, if any		
		Site analysis (see Article XIII, Section G of the Subdivision Rules and Regulations)		
		Parking Plans (Parking layout with spaces numbered per aisle and totaled, parking space calculations based on Articles XII, XVI and XVII of the Subdivision Rules and Regulations)		
		Written confirmation from the RI Department of Environmental Management pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed subdivision, including any required off-site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration		
		In lieu of item 74 above, an affidavit signed by a qualified professional (a wetlands biologist or a Registered Professional Engineer) stating that there are no freshwater wetlands present on or within 200 feet of the property being subdivided		
		Written confirmation that Kent County Water Authority has reviewed the plan and is able to provide water service		
		<p>For subdivisions/developments proposing service by public sewer, copies of a written statement from the Sewer Subcommittee or other appropriate agency that the proposed plan, with plan revision date indicated, has been reviewed and which provides:</p> <ul style="list-style-type: none"> <li>a. Confirmation that sewer service is available;</li> <li>b. Approval of connection to the existing sewer main as depicted on the plan; and</li> </ul> <p>If extension is proposed, approval of extension of the sewer main as depicted on the plan</p>		
		Written confirmation that the Town's Sewer Subcommittee has reviewed plans for proposed sewer service, and has indicated whether sewer service is (is not) available and will (will not) be required.		
		Preliminary Subdivision Suitability Determination by the Dept. of Environmental Management for the use of individual sewer disposal systems (if proposed)		
		<p>If ISDS is proposed, confirmation from the State Department of Environmental Management that the soils are adequate for the use of ISDS. Either of the following:</p> <p>____ Preliminary Subdivision Suitability Report No. _____  (3-5 Lots)  ____ Water table verification No. _____  (2 Lots)</p>		
	4.	A signed affidavit attesting that notice was sent by first class mail to all abutters.		
		Written comments on the Plans, by the following as required (provided by Admin. Officer)		

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		_____ Planning Department Date _____ _____ Engineering/Public Works Date _____ _____ Conservation Comm. Date _____ _____ Fire Department(s) Date _____ _____ Police Department Date _____ _____ Recreation Department Date _____ _____ Other (specify below) Date _____ _____ _____ _____ Adjacent Communities (specify below) Date _____ _____ _____		
		Notation of any Special Local, State or Federal Approvals/Permits Required: Approval letter from applicable Fire District _____ Preliminary Determination Application for Wetlands (DEM) _____ Wetlands (In)significant Alteration Permit _____ RIDEM Wetlands Delineation _____ RIPDES Permit _____ RIDOT PAP _____ Special Use Permit _____ Variance(s) _____ Waiver(s) _____ Other(s) _____ _____ PROOF OF SPECIAL PERMIT APPLICATION SUBMISSION IS SUFFICIENT FOR PRELIMINARY PLAN SUBMISSION. FINAL PERMIT APPROVAL MAY BE REQUIRED FOR FINAL PLAN APPROVAL.		
		A landscape plan by a registered landscape architect to show all significant clearing of land, removal of existing vegetation, re-vegetation and/or landscaping showing buffer areas, screening, fencing and plantings and a schedule for landscaping pursuant to Article XVII (on streets rights-of-way and upon individual lots if part of proposed subdivision improvements)		
		An approved Soil Erosion and sediment Control Plan (see Article III of the Coventry Code of Ordinances), if required by the Coventry Soil and Erosion Control Ordinance. This plan shall be reviewed, approved and stamped by the Building Official and/or Town Engineer		
		Any additional requirements of the Planning Commission: _____ _____		
		Notice of a public hearing of the preliminary plan shall be sent to all abutters at least fourteen (14) days before the hearing.		
		<b>F. PAYMENT OF REQUIRED FEES</b> ALL CHECKS ARE TO BE MADE OUT TO THE TOWN OF COVENTRY		
		Filing Fee - \$500		
Checklist Item #	Applicant Comments on Required Forms/Documents:			
Checklist Item #	Reviewer Comments on Required Forms/Documents:			

*I hereby certify that the information presented in this application is true and accurate to the best of my knowledge.*

\_\_\_\_\_  
PREPARER

\_\_\_\_\_  
DATE