



Town of Coventry - Subdivision and Land Development Regulations
CHECKLIST: MAJOR LAND DEVELOPMENTS & MAJOR SUBDIVISIONS - PRELIMINARY

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
		A. EXISTING CONDITIONS PLAN INFORMATION		
		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)		
		Existing topography of the development and for a 500' radius beyond the site with maximum contour intervals of two (2) feet, appropriate benchmarks shall be indicated (location of benchmarks tied to the RI Coordinate system where possible) Note: contours for the 500' foot radius beyond the site may be decreased to 10' intervals which are available through USGS		
		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		

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		<input type="checkbox"/> water storage tanks <input type="checkbox"/> electric <input type="checkbox"/> fire alarm, hydrants <input type="checkbox"/> utility poles <input type="checkbox"/> above and underground water <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)		
		C. PROPOSED CONDITIONS PLAN(s)		
		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		
		Cross sections and location of proposed sewers, notation as to type of sewer installation (i.e. gravity vs. forced main) if applicable		
		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		
		Grading plan to show proposed contours at two (2) foot intervals for all grading proposed for on and off-site street construction, drainage facilities and grading upon individual lots if part of proposed subdivision improvements		
		Provisions for collecting and discharging stormwater		
		Proposed drainage plan, a drainage maintenance plan and 2 copies of a drainage report/calculations for development and downstream prepared by a Registered Professional Engineer. To be reviewed, approved and stamped by the Town Engineer Note: Roof runoff infiltration systems may be requested if not proposed		
		Location and dimensions of all proposed utilities within and immediately adjacent to the subdivision, including: <input type="checkbox"/> sewer <input type="checkbox"/> water <input type="checkbox"/> phone, cable, TV <input type="checkbox"/> fire alarm, hydrants <input type="checkbox"/> gas <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		
		Plans approved by the Fire Marshall for the applicable Fire District.		
		Designated trash collection area(s)		
		Bicycle parking provisions (racks and spaces provided), if required by the Planning Commission		
		Proposed location and total number of catch basins and manholes		
		Proposed location and total length by size of all water pipes and laterals		
		Proposed location and total length by size of all drain pipes		

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		Proposed location, number and species of street trees (as required by these regulations)		
		Location and areas of land to be set aside for recreation, schools or which is not suitable for development due to soil and/or other constraints		
		Open Space Plan (residential cluster developments or residential compounds) including proposed location, dimension and area of any land proposed to be set aside as open space or dedicated to the town (or fees in lieu of land). This plan shall also contain a proposed maintenance element		
		Location of proposed shopping facilities (if any)		
		Detailed Building Elevations for each façade ___ Identify building elevations for each façade ___ Identify façade orientation ___ Dimensions of façade elements, including height and width <i>If proposal includes nonresidential/commercial uses, also include:</i> ___ Location, material and colors of windows, doors and framing ___ Materials and colors of all building elements and structures		
		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		
		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		
		D. Construction Drawings		
		E. SUPPORTING MATERIALS		
		Traffic Study (if required by the Planning Commission)		
		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		
		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: a. Confirmation that sewer service is available; b. Approval of connection to the existing sewer main as depicted on the plan; and If extension is proposed, approval of extension of the sewer main as depicted on the plan		
		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: ___ Preliminary Subdivision Suitability Report No. _____ (3-5 Lots) ___ Water table verification No. _____ (2 Lots)		
	3.	A signed affidavit attesting that notice was sent by first class mail to all abutters.		
		Either of the following: ___ A letter to the Planning Commission stating the subdivider's intent to complete the required improvements prior to endorsement and recording; or, ___ A letter to the Planning Commission requesting that security sufficient to cover the cost of required improvements be established by the Board Initial amount set by Commission _____ Date _____		
		Written comments on the Plans, by the following as required (provided by		

