



Town of Coventry - Subdivision and Land Development Regulations  
**CHECKLIST: MINOR LAND DEVELOPMENTS & MINOR SUBDIVISIONS - FINAL**

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	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
		<b>A. EXISTING CONDITIONS PLAN INFORMATION</b>		
1.		Name of the proposed subdivision		
2.		Name, address and telephone of property owner (s), applicant(s) and legal counsel.		
3.		Name, address and telephone number of preparer		
4.		Date of plan preparation, with revision date(s) (if any)		
5.		Graphic scale (approximately 1" = 40'), true north arrow		
6.		Map legend (items displayed on all maps/plans shall be symbolized in a legend)		
7.		Plat and lot number(s) of the land being subdivided		
8.		Name, address, phone & stamp of Registered Engineer or Land Surveyor responsible for the plans		
9.		Date of existing conditions shown		
10.		Acreage of parcel to the nearest hundredth acre		
11.		Zoning district(s) and Fire district(s) of the land being subdivided. If more than one district, boundary lines must be shown		
12.		Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines		
13.		Location and dimensions of existing property lines within or adjacent to the subdivision parcel, including easements, driveways, and rights-of-way		
14.		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		
15.		Location of existing wooded areas, notation of existing ground cover		
16.		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		
17.		Location of wetlands or watercourses on site and within 200 feet of the perimeter of the subdivision parcel		
18.		Location and elevation of 100 year flood plain		
19.		Areas of existing agricultural use (if any)		
20.		Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision		
21.		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 _____		
22.		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 underground water storage tanks _____ electric      _____ utility poles      _____ stormwater drainage facilities _____ other proposed above or underground utilities		
23.		Notation on plan if the subdivision parcel(s) are located within any of the following areas: _____ Natural Heritage Areas (RIDEM) _____ Historic Districts (Town) _____ Groundwater Protection Area (RIDEM)		

<b>B. PROPOSED CONDITIONS PLAN(s)</b>			
24.	Name of the proposed subdivision		
25.	Name, address and telephone of property owner (s), applicant(s) and legal counsel.		
26.	Name, address and telephone number of preparer		
27.	Date of plan preparation, with revision date(s) (if any)		
28.	Graphic scale (approximately 1" = 40'), true north arrow		
29.	Map legend (items displayed on all maps/plans shall be symbolized in a legend)		
30.	Plat and lot number(s) of the land being subdivided		
31.	Name, address, phone & stamp of Registered Engineer or Land Surveyor responsible for the plans		
32.	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.		
33.	Area of the subdivision parcel and proposed number of buildable lots, dwellings or other proposed improvements. Indicate acreage for all proposed lots		
34.	Location of proposed permanent bounds and corner markers		
35.	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		
36.	Proposed construction access road(s) or route(s)		
37.	Proposed total linear footage of sidewalks, driveways, curbs and streets measured at centerline. Indicate driveway material proposed		
38.	Proposed street plan and profiles drawn at a scale of 1"=40' horizontal and 1"=4' vertical if required by the Planning Commission		
39.	Parking Plans, if required by the Planning Department and/or Planning Commission		
40.	Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated		
41.	Approximate cubic yards of rock and ledge excavation, yards of fill to be brought on the site and yards of gravel excavation to be removed		
42.	Grading plan to show proposed contours at five (5) 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		
43.	If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM		
44.	Location and dimensions of all proposed utilities within and immediately adjacent to the subdivision, including: _____ sewer _____ phone, cable, TV _____ gas _____ water _____ fire alarm, hydrants _____ above & underground water storage tanks (approved by Fire District) _____ electric _____ utility poles _____ stormwater drainage facilities _____ other proposed above or underground utilities		
45.	Plans approved by the Fire Marshall for the applicable Fire District.		
46.	Designated trash collection area(s)		
47.	Proposed total number of catch basins and manholes		
48.	Proposed total length by size of all water pipes and laterals		
49.	Proposed total length by size of all drain pipes		
50.	Proposed number and species of street trees (as required by these regulations)		
51.	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) and maintenance plan for open space		
52.	Notation of special conditions of approval imposed by the Planning Commission (if any)		
53.	Notation of any Special Local, State or Federal Approvals/Permits Required		
54.	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>C. SUPPORTING MATERIALS</b>			
55.	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		
56.	In lieu of item 63 above, an affidavit signed by a qualified professional (a wetlands biologist, a Registered Professional Engineer) stating that there are no freshwater wetlands present on or within 200 feet of the property being subdivided		
57.	Written confirmation that Kent County Water Authority has reviewed the plan and is able to provide water service.		
58.	Approval from Town Council for connection to sewers		
59.	A signed affidavit attesting that notice was sent by first class mail to all abutters.		
60.	Certificate(s) from the Tax Collector, fire district, and sewer authority (if applicable) showing that all taxes and fees due on the parcel being subdivided have been paid for a period of five (5) years prior to filing of the final plat and that there are no outstanding municipal liens on the parcel		
61.	A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary)		
62.	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)_____		
63.	Engineering analysis of water system to establish: that there will be no decrease in water pressure or supply to surrounding property owners and that there will be adequate water supply and pressure to each new house in accordance with the building code		
64.	Two copies of any deed restrictions on the land, including wetlands disclosure for all lots requiring individual RIDEM approval concerning wetlands		
65.	Two (2) copies of highway deeds		
66.	Two (2) copies of easement deeds (drainage, power, etc.)		
67.	Two (2) copies of deeds to land dedicated to Town for recreation use or fees in lieu of land Amount \$ _____		
68.	Two original signed copies of all legal documents describing the property, including proposed easements and rights-of-way, dedications, restrictions, or other required legal documents Specify: _____ _____		
69.	Residential compound Association and maintenance agreements if required		
70.	Cluster agreements, if required		
71.	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 17 (on streets rights-of-way and upon individual lots if part of proposed subdivision improvements)		
72.	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		
73.	Any additional requirements of the Planning Commission: _____ _____		
74.	Two (2) copies of the certification of Cash Guarantee with the Town		
75.	Performance guarantees or other financial guarantees Initial Amount \$ _____ Date set by Planning Commission _____		
76.	Maintenance guarantees for acceptance of public improvements (if applicable) Amount \$ _____ Date of Acceptance _____ Description _____ Date of Expiration _____		
77.	Appropriate Signature block on final plans for recording (shall contain a line each for the Planning Commission Chairman, Planning Director and date. In		

	the case that the plans are to be approved administratively, the signature block shall contain a line for the Administrative Officer)		
	<b>D. PAYMENT OF REQUIRED FEES</b>		
78.	Filing Fee - \$400		
79.	Maintenance guarantees (no letters of credit or insurance bonds allowed) Amount \$ _____ Date set by Planning Commission _____		
80.	Fees in-lieu-of land dedication Amount \$ _____		
81.	Inspection fee - two (2) percent of the total amount of guarantees paid to the Town (non-refundable) Amount \$ _____		
82.	Cemetery perpetual care fee, if required                      Amount \$ _____		
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