



Town of Coventry - Subdivision and Land Development Regulations
CHECKLIST: MINOR LAND DEVELOPMENTS & MINOR 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 at the end of the checklist.

C	App Code	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
		A. EXISTING CONDITIONS PLAN INFORMATION		
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.		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		
21.		Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision		
22.		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 _____		
23.		Location of percolation and groundwater determined test holes (soil evaluation test results)		

24	Location and dimensions of all existing 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 <input type="checkbox"/> electric <input type="checkbox"/> utility poles <input type="checkbox"/> stormwater drainage facilities <input type="checkbox"/> other proposed above or underground utilities		
25	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. PROPOSED CONDITIONS PLAN(s)		
26	Name of the proposed subdivision		
27	Name, address and telephone of property owner (s), applicant(s) and legal counsel.		
28	Name, address and telephone number of preparer		
29	Date of plan preparation, with revision date(s) (if any)		
30	Graphic scale (approximately 1" = 40'), true north arrow		
31	Map legend (items displayed on all maps/plans shall be symbolized in a legend)		
32	Plat and lot number(s) of the land being subdivided		
33	Name, address, phone & stamp of Registered Engineer or Land Surveyor responsible for the plans		
34	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.		
35	Area of the subdivision parcel and proposed number of buildable lots, dwellings or other proposed improvements. Indicate acreage for all proposed lots		
36	Proposals, if any, for connection with existing water supply and sanitary sewer systems or a notation that wells and ISDS are proposed		
37	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		
38	Proposed construction access road(s) or route(s)		
39	Proposed total linear footage of sidewalks, driveways, curbs and streets measured at centerline. Indicate driveway material proposed		
40	Parking Plans, if required by the Planning Department and/or Planning Commission		
41	Profile and cross section of streets every fifty feet where cut or fill exceeds 2 feet and indicate: <input type="checkbox"/> Slope detail for cutting and filling or terracing of land <input type="checkbox"/> Proposed street names		
42	Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated		
43	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		
44	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		
45	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		
46	Proposed drainage plan, a drainage maintenance plan and <u>2 copies</u> 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		
47	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 & underground water storage tanks (approved by Fire District)		

		_____ electric _____ utility poles _____ stormwater drainage facilities _____ other proposed above or underground utilities		
48		Plans approved by the Fire Marshall for the applicable Fire District.		
49		Designated trash collection area(s)		
50		Proposed total number of catch basins and manholes		
51		Proposed total length by size of all water pipes and laterals		
52		Proposed total length by size of all drain pipes		
53		Proposed number and species of street trees (as required by these regulations)		
54		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		
55		Alternate conceptual designs for land development (if applicable) showing approximate areas of alteration and identification of land areas and natural features to be preserved		
56		Notation of special conditions of approval imposed by the Planning Commission (if any)		
57		Notation of any Special Local, State or Federal Approvals/Permits Required		
		C. SUPPORTING MATERIALS		
58		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		
59		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		
60		Written confirmation that Kent County Water Authority has reviewed the plan and is able to provide water service.		
61		For subdivisions/developments proposing service by public sewer, copies of a written statement from the Sewer Subcommittee 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		
62		If Individual Sewage Disposal Systems are 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)		
63		A signed affidavit attesting that notice was sent by first class mail to all abutters.		
64		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 _____		
65		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		
66		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)		
67		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)_____		
68		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		
69		Engineering analysis of sewer system (if any)		
70		Two copies of any deed restrictions on the land, including wetlands disclosure for all lots requiring individual RIDEM approval concerning wetlands		
71		Residential compound Association and maintenance agreements if required		
72		Cluster agreements, if required		
73		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)		
74		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		
75		Notice of a public hearing of the preliminary plan shall be sent to all abutters at least fourteen (14) days before the hearing.		
		D. PAYMENT OF REQUIRED FEES		
76		Filing Fee: \$200 plus \$20 per unit		
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