



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

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.		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.		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. PROPOSED CONDITIONS PLAN(s)		
23.		Name of the proposed subdivision		
24.		Name, address and telephone of property owner (s), applicant(s) and legal counsel.		
25.		Name, address and telephone number of preparer		
26.		Date of plan preparation, with revision date(s) (if any)		
27.		Graphic scale (approximately 1" = 40'), true north arrow		
28.		Map legend (items displayed on all maps/plans shall be symbolized in a legend)		

29.		Plat and lot number(s) of the land being subdivided		
30.		Name, address, phone & stamp of Registered Engineer or Land Surveyor responsible for the plans		
31.		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.		
32.		Area of the subdivision parcel and proposed number of buildable lots, dwellings or other proposed improvements. Indicate acreage for all proposed lots		
33.		Proposals, if any, for connection with existing water supply and sanitary sewer systems or a notation that wells and ISDS are proposed		
34.		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		
35.		Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated		
36.		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		
37.		Alternate conceptual designs for land development (if applicable) showing approximate areas of alteration and identification of land areas and natural features to be preserved		
38.		Notation of any Special Local, State or Federal Approvals/Permits Required		
		C. SUPPORTING MATERIALS		
39.		An aerial photograph of the proposed subdivision parcel and surrounding area		
40.		A copy of the Tax Assessor's plat map marked to indicate the boundary of the land to be developed		
41.		Abutter's Map containing a proper scale, the appropriate radius for the zoning district, plat and lot numbers, and names and addresses of abutters; R-20 Zone: 500' feet_____ RR-2 & 3 Zone: 1000' feet_____ RR-5 Zone: 2000' feet_____ Commercial Zone: 500' feet_____ Notification Required: _____(yes or no) Additional mail notice required for notice areas which fall within watersheds or within 1/2 mile of a public watershed or wellhead (see RI General Laws Section 45-23-53). Do either of these conditions apply to your project? _____		
42.		A copy of the soils map of the subject parcel, in same scale as the Concept Plan with a general analysis of soil types and suitability for proposed development, including information on approximate water table elevations and flood potential. The map will include a legend with descriptions of soil types. If any prime agricultural soils are within the subdivision parcel(s) the soils map shall be marked to show location of said soils		
43.		The required copies of the Planning Department's Fiscal Impact Analysis form for the proposed development		
44.		A vicinity map that shows the area within one-half mile of the subdivision parcel showing the locations of all streets, existing lot lines, and zoning district boundaries. Schools, parks, fire stations, public transportation routes and other significant public facilities shall be indicated on the locus map by shading and labeling the specific use. Major watercourses, wetlands and other hydrological features including watershed boundaries shall be shown		
45.		Corporate Resolution authorizing a representative to make presentations on behalf of the corporation before the Planning Commission for all approval stages and names of principals and officers of the corporation applying for subdivision approval		
		D. PAYMENT OF REQUIRED FEES		
46.		Filing Fee - \$400		
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