300 Attachment 3

Town of Glocester

Checklist C: Checklist for Preapplication Meetings: Major Land Development Projects and Major Subdivisions and Conservation Developments

The submission materials for the preapplication meeting consist of the following maps, at a minimum, which correspond to Steps 1 through 3 of the conservation development design process in § 300-35E. The applicant shall submit to the administrative officer at least 10 blue line or photocopies of preapplication maps required below. The scale of all plans shall be as indicated below and shall be sufficient to clearly show all of the information required. The scale may be modified with the permission of administrative officer. Plans shall include a certification that all plans and improvements conform to a minimum Class IV standard of the State of Rhode Island and Providence Plantations, Board of Registration for Professional Engineers and Board of Registration of Land Surveyors.

Required information includes the following:

1. Site Base Map. (See below.)

2. Existing Resources and Site Analysis Map. See § 300-35L.

3. Site Context Map. See § 300-35G.

4. Sketch plan overlay sheet. See § 300-35F. (required for conservation developments only).

5. Conventional yield plan. See § 300-35H. (required for conservation developments only).

6. Proposed conditions map (conventional subdivisions only).

Base Map

The base map shows the principal existing features of the site, including parcel boundaries and ownership, roads, easements, zoning, etc. It shows basic site information upon which more detailed site analyses and development proposals are drawn. The map should be drawn at a scale sufficient to clearly show all of the information required. At a minimum, the following information shall be provided:

1. _____ Name of the proposed development.

2. _____ Name and address of property owner and applicant.

3. _____ Name, address and telephone number of the person or firm preparing the preapplication plan(s).

4. _____ Date of plan preparation, with revision date(s) (if any).

5. _____ Graphic scale and true North arrow.

6. _____ Plat and lot numbers(s) of the land being developed.

7. _____ Zoning district(s) of the land being subdivided. If more than one district, zoning boundary lines shall be shown.

8. _____ Inset locus map at 1" = 2,000'.

9. _____ Perimeter boundary lines of the development, drawn so as to distinguish them from other property lines.

10. _____ Location, width and names of existing streets within and immediately adjacent to the development parcel.

11. _____ Location and dimensions of existing property lines, easements, and rights-of-way within and immediately adjacent to the development parcel.

12. _____ Area of the development parcel.

13. _____ Names of abutting property owners and property owners immediately across any adjacent streets.

Existing Resources and Site Analysis Maps

During site analysis, information about natural and cultural factors is collected and mapped, creating an objective basis of facts to inform discussions and support fair decisions. In this first step, the focus is on the site itself, its features and capabilities. The site analysis process is described in detail in § 300-35E, Step 1, of these Regulations. The number of site analysis maps required will vary with the complexity of each site. The following maps should be prepared as separate overlays, which can be combined in different ways to better understand the interaction of the various site features and resource types.

The information required in § 300-35L shall be shown on the Existing Resources and Site Analysis Map(s), and shall be subject to the approval of the administrative officer. This information includes the following:

A. Topography and slopes.

1. _____ Existing topography with minimum ten-foot contour lines.

2. _____ Slope map, with slopes grouped according to three categories based on development suitability: less than 15%, 15% to 20%, and over 20%. Steeper slopes should be shown in progressively darker colors or shades of gray.

B. Natural resource inventory.

Unique features and local priorities for natural resources can be found in the Comprehensive Plan. Smaller parcels in particular may contain only a portion of a resource area or buffer zone, which may be shown more clearly on a separate map showing the site within a larger district or watershed. Subsurface groundwater aquifers and surface water supplies should be indicated in a gradation of blue colors, tones or hatching where the surface water supply reservoir or aquifer is darkest and its watershed or recharge areas are progressively lighter. Farmland and forested land should be shown in light and dark green, respectively, with an indication of underlying soil types with hatching and/or labels. Natural heritage areas can be shown with a red outline around the designated area.

1. _____ Location of land unsuitable for development as defined in the Zoning Ordinance, including wetlands, ponds, streams, ditches, drains, special aquatic sites, vernal pools. Wetland locations do not need be verified by RIDEM.

2. _____ Vegetative cover on the property, indicating any unfragmented forest tracts.

3. _____ Geologic formations.

4. _____ Ridgelines of existing hills.

5. _____ Wellhead protection areas for public or community drinking water wells.

6. _____ Flood hazard areas (Town).

7. _____ State, regional, or community greenways and greenspace priorities.

8. _____ State-designated natural heritage sites (RIDEM).

C. Cultural Resource Inventory

State and local records of historic features can be transferred to a base map by hand or as GIS layers. Site-level features such as stone walls, agricultural elements, historic houses and outbuildings, and other landscape features can be located on RIGIS orthophotos or transferred to an overlay map based on a site walk. Scenic roads and areas are identified in state and local plans, and specific views on the parcel can be identified with arrows and text description.

1. _____ Approximate location of man-made features such as roads, structures, outbuildings, roads or trails, and other such features on the parcel.

2. _____ Historically significant sites or structures.

3. _____ State- or locally designated historic sites, districts, cemeteries or landscapes.

4. _____ Location of any stone walls within or forming the perimeter of the site.

5. _____ Archaeologically significant sites.

6. _____ Scenic road corridors and state-designated scenic areas.

7. _____ Viewshed analysis.

D. Recreational Resource Inventory

Trails and recreational areas can be identified based on site observation, USGS maps, and aerial photography. Regional trails, boat launches and recreational sites may be found on RIGIS, and in the Comprehensive Plan or other greenspace plans, which indicate existing and potential trails and recreation areas within the Town. Trails should be graphically separated into existing (solid line) and potential (dashed line), and colored differently for hiking, biking, boating, etc.

1. _____ Existing hiking, biking, and bridle trails within and adjacent to site.

2. _____ Boat launches, lake and stream access points, beaches and water trails.

3. _____ Existing play fields and playgrounds on or adjacent to the site.

E. Utilities and Infrastructure (if available)

Utility information available on RIGIS is dated, and may be lacking more recent extensions. The Comprehensive Plan contains more recent maps of utilities, and the Town Department of Public Works and public utility companies maintain the most up-to-date records. A quick field survey of manholes and utility poles can often provide a good approximation of available utilities.

1. _____ Size and approximate location of public or private water lines.

2. _____ Size and approximate location of public or private sewer lines.

3. _____ Gas service.

4. _____ Electrical service.

5. _____ Telephone, cable, and other communication services.

6. _____ Width and surfacing material of existing road(s) at access points.

7. _____ Existing drainage and drainage structures, such as culverts and pipes, etc.

Site Context Map

In Step 2, attention shifts to what's around the site in the larger context of the neighborhood and Town. Objective data is collected for natural, cultural and recreational resource systems that surround the site, as well as the social structure and visual character of the neighborhood. The contextual analysis process is described in detail in § 300-35G and in the design process § 300-

35E, Step 2, of these Regulations. It can include many of the same features and resources mapped for the site analysis, but this time with a focus on the area surrounding the site.

Using most current RIGIS orthophotos, or more recent aerial photography if available, show the area described in § 300-35G. Outline the parcel boundary. Surrounding parcels, ten-foot contours, surface waters and wetlands from RIGIS may be overlaid with the photograph if available. Resources which extend over large areas, such as public drinking water supply watersheds, groundwater aquifers, wellhead protection areas and agricultural districts, may also be shown more effectively at the context scale than on the site analysis maps in Step 1.

A separate soils map of the surrounding area shall be prepared. If present, agricultural land as defined in Article X, and any very poorly drained soils shall also be shown on the soils map.

1. _____ Site Context Map.

2. _____ A copy of the soils map of the subdivision parcel and surrounding area, and general analysis of soil types and suitability for the development proposed. If any prime agricultural soils are within the subdivision parcel(s), the soils map shall be marked to show the location of said prime agricultural soils.

Sketch Plan Overlay Sheet (conservation developments)

The site features described above have been documented by the applicant and presented to the Planning Board. At this point, the applicant can present initial proposals for development. For conservation developments, the applicant shall present initial proposals for development, using a conceptual sketch plan(s) for development. The sketch plan(s) may be presented as overlay sheets to be superimposed on top of the base map and existing resources and site analysis maps required above (at the same scale). As an alternative, a separate diagrammatic sketch plan(s) may be presented. Refer to § 300-35F. At a minimum, the sketch plan(s) shall show the following:

1. _____ Identification of areas proposed for development.

2. _____ Location of proposed open space areas (if applicable).

3. _____ Initial layout of streets.

4. _____ Land unsuitable for development, as defined in the Zoning Ordinance.

5. _____ Schematic drainage plan.

Conventional Yield Plan (conservation developments)

A conventional yield plan, as discussed in § 300-35H shall be drawn to scale to show the maximum number of single-family building lots that could be developed on a development parcel, taking into consideration the presence of land unsuitable for development as defined in the Zoning Ordinance.

1. _____ Conventional yield plan.

Proposed Conditions Map (conventional subdivisions)

If a conventional subdivision is proposed, the applicant shall not be required to submit a sketch plan overlay sheet or a conventional yield plan as required above for conservation developments. In lieu of these two requirements, a Proposed Conditions Map shall be submitted. The following information shall be required:

1. _____ Proposed improvements, including streets, lots, lot lines, with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing lot lines. Approximate lot areas shall indicate total lot area and lot area exclusive of land unsuitable for development.

2. _____ Schematic drainage plan.

Supplementary Information

1. _____ Administrative (filing) fee. See § 300-37A.

2. _____ If a conventional development is proposed, at least two alternative plans shall be submitted on the sketch plan overlay sheet(s):

    _____ Conventional development plan.

    _____ Conservation development plan.

Conclusions/Outcomes from Preapplication Review

_____ Agreement on areas for further investigation, necessary detail of field surveys, etc.

_____ Approximate location of natural, cultural and recreational resources and agreement on the Town's priorities for resource protection in the areas of the site.

_____ Understanding of resource systems within the site's larger context.

_____ Preliminary location of potential conservation and open space areas.

_____ Preliminary location of potential development areas.

_____ Agreement on type of development (conservation development or conventional development).

_____ Agreement on initial basic maximum number of units. Refer to § 300-35H.

_____ Determination of the requirement for a project review fee. Refer to § 300-37B, Project review fees.

_____ If a project review fee is required, agreement regarding the consultants, if any, the Town will use to assist in the review process.

_____ Other.