

SUBDIVISION OF LAND

300 Attachment 2

Town of Gloucester

Checklist B: Checklist for Informal Concept Review: Minor Land Development Projects or Minor Subdivisions

The applicant shall submit to the administrative officer at least 10 blue line or photocopies of the required plans and any supporting materials required by this checklist. The scale of the plans shall be sufficient to clearly show all of the information required and shall be subject to the approval of the administrative officer. Each sheet shall be no larger than 24 inches by 36 inches, and each sheet shall be numbered sequentially, e.g., Sheet 1 of 3, 2 of 3, etc. The plans must illustrate all parcels, in their entirety, involved in the proposed subdivision or land development. 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.

Base Map

The base map shows the principal existing features of the site, including parcel boundaries, roads, structures, water bodies and vegetation. It should be drawn at a scale sufficient to clearly show all of the information required, depending on the size and complexity of the property. The base map shall show at a minimum, the following information.

1. _____ Name of the proposed subdivision.
2. _____ Name and address of property owner and applicant.
3. _____ Name, address and telephone number of the person or firm preparing the 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 subdivided.
7. _____ Inset locus map at 1" = 2,000'.
8. _____ Zoning district(s) of the land being subdivided. If more than one district, zoning boundary lines shall be shown.
9. _____ Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines.
10. _____ Area of the subdivision parcel(s) and proposed number of building lots or dwelling units.
11. _____ Location and dimensions of existing property lines within or forming the perimeter of the subdivision parcel(s).

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12. _____ Easements and rights-of-way within or adjacent to the subdivision parcel(s).
13. _____ Location, width and names of existing streets within and immediately adjacent to the subdivision parcel.
14. _____ Names of abutting property owners and property owners immediately across any adjacent streets.
15. _____ Approximate location of land unsuitable for development as defined in the Zoning Ordinance, including wetlands or watercourses within and immediately adjacent to the subdivision parcel. It is not necessary to have wetland edges verified by RIDEM at this stage.
16. _____ Approximate topography with a minimum of ten-foot contour lines.
17. _____ Location and approximate size of existing buildings or significant aboveground structures on or immediately adjacent to the subdivision parcel.
18. _____ Location of historic cemeteries on or immediately adjacent to the subdivision parcel.

Sketch Plan Overlay Sheet

A conceptual sketch plan(s) for development shall be presented as overlay sheets to be superimposed on top of the base map (at the same scale). As an alternative, a separate diagrammatic sketch plan(s) may be presented. The following information shall be provided:

1. _____ Identification of areas proposed for development, including location of proposed lots.
2. _____ Location of proposed open space areas, if any.
3. _____ Initial layout of streets.
4. _____ Initial number of dwelling units.
5. _____ Schematic drainage plan.
6. _____ Proposed utilities.

Supporting Materials.

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

Conclusions/outcomes from informal concept review

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