

Application # _____

**Town of Gloucester
Town Hall, 1145 Putnam Pike
Chepachet, Rhode Island 02814**

***Preliminary Plan Application for
Minor Subdivision***

This application form and all other required materials must be completed in full prior to being submitted to the Administrative Officer for review. The application and accompanying materials shall be certified as complete or incomplete within 25 days after the submission date. Please refer to the attached checklist for additional materials required for submission with the application. Application Fees: 1-3 lots with no public improvements \$100 + \$20 per lot; All other Minor Subdivisions \$200 + \$20 per lot.

Date: _____

Applicant(s) Name _____

Address _____ Phone Number _____

Owner(s) Name (1) _____ Phone Number _____

(2) _____

Mailing Address (1) _____

(2) _____

Assessors Map # _____ Existing lot (s) # _____

Location of Parcel(s) (Street, pole number, address) _____

Total Area of parcel(s) to be subdivided _____

Zoning District(s) of the parcel(s) _____

Total number of lots in the proposed subdivision plan _____

I/We, the undersigned, do hereby certify that I/We are the only owner(s) of record of the property being subdivided under this application. In addition, I/We do hereby swear that all information given above and otherwise submitted, is to the best of my/our knowledge, accurate and complete. Additionally, I/We, the undersigned, accept full responsibility for the accuracy and completeness of the required information pursuant to the Land Development and Subdivision Regulations and the attached checklist All owners of record must sign the application.

Applicants Signature (if different from owner) _____ Date _____

Signature of Owner(s) (1) _____ Date _____

(2) _____ Date _____

Owner's Agent/ Attorney _____ Date _____

Surveyor _____ Date _____

OFFICE USE ONLY:

Date of receipt _____ Received by _____

Date certified complete _____ Certified by _____

Fee acceptance date _____ Amount _____ Accepted by _____

Technical Review Committee Action: Date _____

APPROVE _____ REJECT _____ REFERRED to Planning Board _____

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300 Attachment 5

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Checklist E: Preliminary Plat Checklist for Minor Land Development Projects and Minor Subdivisions Conservation Developments Rural Residential Compounds (Creation or Extension of a Public or Private Street)

This checklist shall be used for conservation developments, rural residential compounds and conventional developments having five or fewer lots or dwelling units and for which the creation or extension of a public or private street is involved.

Each of the 10 steps in the conservation development process is reflected in preliminary plan review for minor land development projects and minor subdivisions, where the creation or extension of a public or private street is involved. Many of the same maps and overlays submitted for preapplication can be reused as they are, or updated with such additional field surveys and research as may be agreed to by the applicant and the Planning Board during preapplication review. Looking ahead to the final plan submission, the applicant may commission detailed topographic, wetlands, and boundary surveys, especially for areas of the site where development is proposed.

The following information shall be presented in the form of a written narrative report, supplemented as necessary with drawings, sketches or plans to convey intent. The narrative report shall include reduced sets of all drawings and plans required below on sheets 11 inches by 17 inches. The number of reduced copies shall be determined by the administrative officer, based upon the required distribution to the Planning Board, and other municipal, public or private agencies involved in the development review process.

These plans shall be prepared by an appropriate design professional currently licensed in the State of Rhode Island. The preparation of all plans and specifications by these design professionals shall be in accordance with the current statutes governing the definitions of their respective professional practice.

Initially, the applicant shall submit to the administrative officer at least four full-scale blue line or photocopies of preliminary plan maps required below. In addition, at least eight reduced copies of the narrative report, including reduced maps, shall be submitted.

At a minimum, the following information shall be provided:

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).

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6. Proposed Conditions Map (conventional subdivisions only).

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. At a minimum, the following information shall be provided:

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 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 subdivided.
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 subdivision, drawn so as to distinguish them from other property lines.
10. _____ Location, width and names of existing streets within and immediately adjacent to the subdivision parcel.
11. _____ Location and dimensions of existing property lines, easements, and rights-of-way within and immediately adjacent to the subdivision parcel.
12. _____ Area of the subdivision 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

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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 25%, and over 25%. 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 shall be verified by RIDEM.
2. _____ Vegetative cover on the property, indicating any unfragmented forest tracts.
3. _____ Soils map, indicating any prime farmland soils, and any land in active agricultural use.
4. _____ Geologic formations.
5. _____ Ridgelines of existing hills.
6. _____ Wellhead protection areas for public or community drinking water wells.
7. _____ Flood hazard areas (Town).
8. _____ State, regional, or community greenways and greenspace priorities.
9. _____ State-designated natural heritage sites (RIDEM).

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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. _____ State- or locally designated historic sites, structures, districts, cemeteries or landscapes.
3. _____ Location of any stone walls within or forming the perimeter of the site.
4. _____ Archaeologically significant sites.
5. _____ Scenic road corridors and state-designated scenic areas.
6. _____ 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.

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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.

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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 lots that could be developed on a subdivision parcel, taking into consideration the presence of land unsuitable for development as defined in the Zoning Ordinance.

1. _____ Conventional yield plan, if modified from preapplication review.

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. Approximate lot areas shall indicate total lot area and lot area exclusive of land unsuitable for development. Proposed lot lines shall be drawn so as to distinguish them from existing property lines.
2. _____ Grading plan in sufficient detail to show proposed contours for all grading proposed for on-site construction of drainage facilities and grading upon individual lots if part of proposed subdivision improvements (if applicable).
3. _____ Schematic drainage plan.
4. _____ Proposed utilities plan, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, or other proposed above- or underground utilities, as applicable.
5. _____ Location, dimension and area of any land proposed to be dedicated to the Town for use as open space, conservation or recreation.
6. _____ Base flood elevation data.
7. _____ 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 the survey requirements of these Regulations and are certified as being correct.

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Supporting Materials

1. _____ Administrative (filing) fee. See § 300-37A.
2. _____ Project review fee (if applicable).
3. _____ Notice affidavit/acknowledgement of costs.
4. _____ 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 to 5 lots)
_____ Water Table Verification/Soil Evaluation No. _____ (2 lots)
5. _____ The names and addresses of owners of all properties, agencies or communities requiring notification as required by these Regulations.
6. _____ Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, conservation or preservation restrictions on the use of open space, or other required legal documents (specify).
7. _____ Either of the following:
_____ a. A letter stating it is the intent of the applicant to complete the required improvements prior to the Planning Board's endorsement of the final plat; or
_____ b. A letter requesting that security sufficient to cover the cost of required improvements as provided in § 300-32 be set by the Planning Board.

Initial amount set by Board _____

Date _____
8. _____ Final written comments on the preliminary plan by: (to be provided by the administrative officer)

A. _____	Planning Department	Date: _____
B. _____	Public Works Department	Date: _____
C. _____	Building Official	Date: _____
D. _____	Fire Department	Date: _____
E. _____	Town Solicitor	Date: _____

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F. _____ Conservation Commission Date: _____

G. _____ Police Department Date: _____

H. _____ Other (specify) _____ Date: _____

Adjacent communities (if required):

A. _____ Date: _____

B. _____ Date: _____

C. _____ Date: _____

D. _____ Date: _____

E. _____ Date: _____

State agencies:

A. _____ Environmental Management Date: _____

B. _____ Transportation Date: _____

D. _____ Other (specify) _____ Date: _____

Federal agencies:

A. _____ U.S. Army Corps Engineers Date: _____

B. _____ FEMA Date: _____