

**APPENDIX C
CITY OF WARWICK, RHODE ISLAND
INSTRUCTIONS AND CHECKLIST FOR MAJOR SUBDIVISIONS AND
MAJOR LAND DEVELOPMENT PROJECTS**

These **Instructions** and **Checklist** apply to **Major Subdivisions**, as defined in Section 2.3.3, and **Major Land Development Projects**.

There are four (4) stages of review - Preapplication, Master Plan, Preliminary Plan and Final Plan. See Article 5 for purposes, meetings and other requirements. The Checklist below is intended to guide the Applicant through each stage by noting submission requirements.

1. Preapplication

Application Form for Submission of Major Subdivision and Major Land Development Plans and submit to the **Administrative Officer** with the following:

One (1) copy of a proposed subdivision or land development plan, which shall at least be a copy of the appropriate sheet(s) of the City of Warwick Assessors Plat. The Applicant need only depict an illustrative site plan, sufficient for general discussion and concept review. Required submissions are noted with a • in the Checklist under Column 1.

2. Master Plan

Application Form for Submission of Major Subdivision Plan and Major Land Development (new copy not necessary, if Preapplication stage complete) and submit to the **Administrative Officer** with the following:

Five (5) copies of a narrative report (8 1/2 x 11 sheets, stapled or bound) providing a general description of the existing physical environment and existing use(s) of the property along with a general description of the uses and type of development proposed by the Applicant. Required submissions are noted with a • in the Checklist under Column 2. In addition, the report shall include items noted below:

- A. An aerial photograph or a copy of an existing aerial photograph of the proposed subdivision or land development parcel and surrounding area may be required by the Administrative Officer.
- B. A copy of the soils map of the subdivision or land development parcel(s) and surrounding area, and a general analysis of soil types and suitability for the development proposed.
- C. Site Plan suitable for public presentation.

- D. An estimate of the approximate number of people, including school-aged children to be housed in the proposed or land development.
- E. Proposed phasing, if any.
- F. A vicinity map (which may be drawn or copied from the City of Warwick Assessors Plats or other such map at an appropriate scale) to show the area within one-half mile of the or land development parcel(s) depicting the locations of all streets, existing lot lines, and zoning district boundaries. Schools, parks, fire stations and other significant public facilities shall be indicated by shading and labelling the specific use.
- G. Initial written comments on the Master Plan from the following agencies:
- City of Warwick: Building Official, Public Works, City Engineer, Sewer, Water and other department or commission as may be required by the Administrative Officer.
- Adjacent communities: Only where the proposed subdivision or land development is within 2,000 feet of the City's borders.
- State agencies, if applicable: Departments of Environmental Management, Transportation, Coastal Resources, and other _____ (specify).
- Federal agencies, if applicable: U.S. Army Corps Engineers and Federal Emergency Management Agency if deemed appropriate by the Administrative Officer.
- H. The Administrative Officer shall determine whether or not the plans are complete prior to submitting them for Planning Board review. Incomplete plans shall be returned to the Applicant.
- I. Plans shall include a certification that all plans and improvements conform to all existing and amended standards of the State of Rhode Island, Board of Registration of Land Surveyors.
- J. Archaeological Assessment - When a proposed major subdivision is located within an area marked as archaeologically sensitive on the City's Archaeological Sensitivity Map, an archaeological assessment shall be required, if in the opinion of the Board, there is a likelihood that cultural resources or undetected human remains will be adversely impacted by construction activities associated with the proposed development.
- To assist in reaching its decision to require an archaeological assessment, the Board may request an advisory pursuant to RIGL 42-45 and 45-22 from the Rhode Island Historical Preservation and Heritage Commission (RIHP&HC)

concerning the documented or potential archaeological importance of the area and whether archaeological studies are warranted.

When required, the archaeological assessment and any additional studies shall be conducted by a professional archaeologist according to standards outlined in the RIHP&HC's Standards for Archaeological Survey. (Note: The RIHP&HC maintains a list of archaeologists working in Rhode Island who meet the required professional qualification standards.)

When required by the Board, the applicant shall perform such measures necessary to identify, evaluate, protect or properly remove significant archaeological sites within the project area. The applicant shall submit a report to the Board prepared by a professional archaeologist that includes an assessment of the project's impact, recommendations regarding the need for additional archaeological studies, and recommended alternatives to avoid or mitigate adverse impacts from the project.

The Board may request an advisory from the RIHP&HC concerning the adequacy of the archaeological study, the need for additional archaeological studies, the impacts of the project to significant archaeological sites, and the adequacy of any recommended mitigation strategies.

Where the Board determines that the proposed subdivision will adversely impact a significant archaeological site, the Board shall not approve the subdivision unless the plan is revised or modified to protect significant resources and mitigate adverse impacts.

3. Preliminary Plan

Application Form for Submission of Major Subdivision Plan and Major Land Development (new copy not necessary, if Preapplication and Master Plan stages complete) and submit to the Administrative Officer with the following:

Required submissions are noted with a - in the Checklist under Column 3. In addition, the Preliminary Plan shall include items noted below:

- A. ~~One~~ (1) copy of the preliminary site plans drawn to a scale of one inch equals two hundred feet (1" = 200') with a radius of two hundred feet (200') or four hundred feet (400') (see section 8.5.3.a) drawn thereon.
- B. Six ~~(6)~~ copies of the preliminary site plans drawn to a scale of one inch equals forty feet (1" = 40').
- C. Size of sheets shall be 16" X 22".
- D. Multiple sheets shall include Key Map and shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

- E. The Administrative Officer shall determine whether or not the plans are complete prior to submitting them for Planning Board review. Incomplete plans shall be returned to the Applicant. The Administrative Officer shall distribute complete copies of plans to appropriate agencies named in 2G above.
- F. Plans shall include a certification, with signature and seal, that all plans and improvements conform to all existing and amended standards of the State of Rhode Island, Board of Registration of Land Surveyors as follows:

This survey and plan conform to a Class 1 (or 2) standard as adopted by the Rhode Island Board of Registration for Professional Land Surveyors.

I hereby certify that this survey was actually made on the ground as per record description and is correct. There are no encroachments either way across property lines except as shown.

By: Registered Professional Land Surveyor (SEAL) / Date

Plans shall also include, prominently displayed with the certification, the following statement:

Lots depicted on this plat (or plan) shall not be altered dimensionally or in form, including the enlargement of lots or moving of any lot line for any purpose whatsoever, without first filing a new subdivision application in accordance with the City of Warwick Development Review Regulations of December 31, 1995. (as amended)

In addition, any plans requiring a landscape plan in accordance with these Regulations shall have such plans drawn by a registered landscape architect and shall be so noted on the plans.

4. Final Plan

Application Form for Submission of Major Subdivision Plan and Major Land Development (new copy not necessary, note any changes from Preliminary Plan stage) and submit to the Administrative Officer with the following:

Required submissions are noted with a • in the Checklist under Column 4. In addition, the Final Plan shall include items noted below:

- A. Plans to be Recorded - ~~One~~ ² (1) mylar, ~~plus two (2) linen, plus five (5) blue print~~ ¹⁶ copies of the Final Plan, which shall be an approved version of the Preliminary Plan, showing all required elements thereon, drawn on mylar to a scale of one

inch equals forty feet (1" = 40') on sheets measuring 16" X 22".

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- B. Construction Drawings - ~~One~~ (1) original mylar (16" X 22"), plus five (5) blue print copies of construction plans drawn to a scale of no less than one inch equals forty feet (1" = 40').
- C. Any changes or requirements voted upon by the Planning Board at the Preliminary Plan stage.

CHECKLIST OF REQUIRED INFORMATION

	1	2	3	4	Required, if shown with a •
1	•	•	•	•	Application Form with name and address of Applicant and/or property owner
2		•	•	•	Date of plan preparation, with revision date(s) (if any).
3		•	•	•	Graphic scale and true north arrow.
4	•	•	•	•	Plat and lot number(s) of the parcel being subdivided.
5	•	•	•	•	Zoning district(s) of the parcel being subdivided. If more than one district, zoning boundary lines must be shown.
6		•	•	•	Deed Book and Page References must be shown.
7		•	•	•	Perimeter boundary lines of the subdivision or land development, drawn so as to distinguish them from other property lines.
8			•	•	Perimeter boundary lines - Curves shall include radius, arc length, central angle, tangent and chord length.
9		•			Location and dimensions of existing property lines within or adjacent to the subdivision or land development parcel.
10			•	•	Existing property lines shall show interior angles and distances.
11		•	•	•	Location and dimensions of existing easements and rights-of-way, including, buildings, water courses, railroads, utilities, and other similar features.
12		•	•	•	Location, width and names of existing streets within and adjacent to the subdivision or land development parcel.

	1	2	3	4	Required, if shown with a •
13	•	•	•	•	The names and addresses of abutting property owners, within a two hundred (200) foot radius or four hundred (400) foot (see Section 8.5.3 a) of the subject lot(s) to be subdivided or developed (taken from the most recent records of the City Assessor) and names and, addresses of agencies or communities requiring notification as required by these Regulations.
14		•	•		Required Public Hearing: Certified mail receipts. Return receipts (green post-cards) to be addressed to the Planning Board, c/o the Administrative Officer. See Section 8.5.3.
15		•	•	•	Location of wooded areas, if any, and notation of existing groundcover.
16	•				Location of wetlands, watercourses or coastal features, if present on or within two hundred (200) feet of the property being subdivided to be generally identified on a plat map.
17		•			Location of wetlands, watercourses or coastal features, if present on or within 200 feet of the property being subdivided to be identified and flagged by a biologist.
18			•	•	Written confirmation from the Rhode Island Department of Environmental Management (RIDEM) pursuant to its Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed subdivision or land development, 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.
19			•	•	Location and dimension of all existing and proposed utilities within and immediately adjacent to the subdivision or land development, including sewer, water, gas, electric, telephone, cable TV, fire alarm, hydrants, existing utility poles, (including location and type of proposed poles and fixtures), stormwater drainage or other existing above or underground utilities.
20			•	•	If wells and/or ISDS are proposed, indicate stage of RIDEM approval: Preliminary suitability determination or receipt of final approval.

	1	2	3	4	Required, if shown with a •
21		•			Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision or land development.
22			•		Provisions for collecting and discharging stormwater.
23		•			Location of properties within the local historic zoning district and National Register District. Historic cemeteries and stone walls on or immediately adjacent to the subdivision or land development (if any).
24		•	•	•	Proposed improvements including streets, lots, lot lines, with lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines.
25			•	•	Base flood elevation data.
26			•		Soil erosion and sediment control plan.
27		•			Conceptual Landscape Plan.
28			•	•	Landscaping plan to show all significant proposed clearing of land, removal of existing vegetation, revegetation and/or landscaping on street rights-of-way and upon individual lots if part of proposed subdivision or land development improvements, signed and stamped by a registered landscape architect.
29			•	•	Grading plan to show existing and proposed contours at two-foot intervals for all grading proposed for on and off-site street construction, sewer and water installations, drainage facilities and upon individual lots if part of proposed subdivision or land development improvements.
30			•		Proposed street plan, profiles and cross-sections drawn at a scale of not less than 1" = 40'.
31			•	•	Monuments - See Appendix D, Section D.5.a
32			•	•	Proposed street names.

	1	2	3	4	Required, if shown with a •
33			•	•	Two (2) copies of a drainage plan and calculations showing the measures to be taken to control erosion and sedimentation during and following the development of the subdivision and the measures planned to provide for the control of stormwater runoff.
34			•	•	Location, dimension and area of any land proposed to be dedicated to the City of Warwick or payment in lieu of such dedication.
35			•	•	Written approval of the proposed subdivision or land development, including any required off-site construction, from the Rhode Island Coastal Resources Management Council in the form of an Assent as provided in the Rhode Island Coastal Resources Management Program, (if necessary).
36			•	•	A Physical Alteration Permit issued by the RI Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary).
37				•	Copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents.
38			•		Written comments on the Preliminary Plan - Referral Form and attachments.
39			•	•	Documents of incorporation of any homeowners' association for any cluster development.
40				•	Compliance with any additional improvements or conditions as required by the Planning Board in the Preliminary Plan stage.
41			•	•	Certification by a Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and conforms to the survey requirements of these Regulations.
42				•	Deed or instrument transferring to the City all public streets and/or other public improvements.

	1	2	3	4	Required, if shown with a •
43				•	Deed transferring land proposed for dedication to the City or other qualified group or agency for open space purposes (if applicable). These might be private non-profit or homeowner associations for cluster developments.
44					Payment of Required Fees
a.	•				Preapplication Fee
b.			•		Filing Fee: See Section 7.4
c.		•			Application Filing Fee - See Section 7.4.1
d.				•	Engineering Inspection Fees - See Section 7.4.2
e.				•	Recording Fee
45				•	Either of the following: <ul style="list-style-type: none"> a. A letter stating it is the intent of the applicant to complete the required improvements; or, b. A letter requesting that security be set by the Board sufficient to cover the cost of required improvements:
46				•	Performance bond or other financial guarantees (Initial amount and date set by Planning Board)
47				•	Maintenance bond for acceptance of public improvements, if applicable.
48		•			If applicable, letter from the Rhode Island Historical Preservation & Heritage Commission for archaeological assessment.

Application Form for Submission of Major Subdivision or Major Land Development Plan

Attach Additional Sheets as Needed.

_____ Preapplication Date _____
_____ Master Plan Date _____
_____ Preliminary Plan Date _____
_____ Final Plan Date _____

1. General Information

A. Assessors plat: _____ lot(s): _____

B. Location of Proposed Subdivision or Land Development - Street address, if applicable:

C. Applicant's Name (Include all owners of property):

D. Applicant's Address and Telephone:

E. Owner's Name, Address and Telephone (if different from Applicant):

2. Representation, if applicable (Include notarized letter of authorization)

A. Representative's Name(s)

B. Representative's Address and Telephone:

3. Description of Proposed Subdivision or Land Development

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4. Requested list of waivers from Development Review Regulations:

5. Tax Assessors Office, if applicable

I have reviewed the proposed plans and concur with the Lot numbering sequence used by the Owner/Applicant.

Tax Assessor/ Authorized Representative / Date

6. Tax Collectors Office (See Certificate of Payment of Taxes Form)

Current Tax Obligation for Lot(s)_____Plat_____

_____Has been met by the owner for tax period ending _____

_____Has not been met by the owner. Submission is not acceptable until taxes are paid

Tax Collector/Authorized Representative / Date

7. Sewer Authority

Current Sewer Assessment for Lot(s)_____Plat_____

_____Has been met by the owner for billing period ending _____

_____Has not been met by the owner. Submission is not acceptable until assessments are paid

Sewer Authority/Authorized Representative / Date

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8. Owner / Applicant's Signature(s) and date

State of Rhode Island

County of _____

In _____ on the _____ day of _____, 19____, before me personally

appeared _____,
to me known and known by me to be the person(s) executing this Application and he/she/they acknowledge
said Application by him/her/them executed to be his/her/their free act and deed.

Signature: _____

Printed Name: _____

My Commission expires on: _____

BOUNDS CERTIFICATION

Date: _____

Planning Board
City of Warwick,
City Hall,
Warwick, Rhode island.

To the Planning Board of the City of Warwick:

We, the owner of _____

Name of Plat

hereby agree to place Granite Bounds, no less than 30" in length and approximately 4" square, at points indicated on the record plat and further agree to maintain the same for a period of five years or furnish the City Engineer, at any time within five years, satisfactory evidence from a recognized engineer regarding the condition of said monuments.

owner

Date: _____

Department of City Plan
City of Warwick
3275 Post Road
Warwick, Rhode Island 02886

The Granite Bounds, no less than 30", in length and approximately 4" square have now been found at all the indicated positions on that recorded plat titled _____ and are in the correct positions, as of this date, in compliance with the Planning Board's Regulations.

Surveyor's Stamp and Signature

Tax Collector

City of Warwick

CERTIFICATION OF PAYMENT OF TAXES

I hereby certify that on _____ 19____ there were
no outstanding tax liens arising from the non-payment of taxes
assessed on lot(s) _____ on Assessor's Plat _____
owned by _____ as of _____ 19____
due and payable during the period of five years preceding
_____ 19_____.

DATE

TAX COLLECTOR