



**Town of Gloucester, RI**  
**Pre-Application Review Checklist**  
**All Subdivisions/Land Development/Development Plan Review Projects**

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**To initiate the application, the applicant shall submit the following to the Administrative Officer:**

- Completed Project Review Application – 10 copies
- Completed Owner Authorization Form (one for each owner) – 10 copies of each form
- Completed Project Team Form – 1 copy
- Pre-application review plan as indicated in Section A, B and C below (minimum size 24" x 36") – 10 copies
- Supporting Materials as indicated in Section D below – 10 copies

**Section A. Map Information**

Each map included in the pre-application review for any subdivision/development shall contain the following information:

- Name of the proposed development
- Name and address of the applicant(s)
- Name and address of the owners of all property involved in the subdivision/development
- Name, address and phone number of preparer of the plan
- Date of plan preparation, with revision dates, if any
- Graphic scale
- North Arrow
- Assessor's plat and lot number(s) of the parcels being subdivided/developed
- Area of subdivision/development parcel(s)
- Legend showing all symbols
- Zoning district(s) of the parcels being subdivided/development. If more than one district, zoning boundary lines must be shown
- Perimeter boundary lines of the subdivision/development, drawn so as to distinguish them from other property lines, with dimensions indicated
- Location, width and names of existing public and private streets within and immediately adjacent to the subdivision/development parcel
- Plat and lot numbers of all abutting property and property immediately across any public or private streets from the subdivision/development parcel(s)
- Names of abutting property owners and property owners immediately across any adjacent public or private streets from the subdivision/development parcel(s)
- Approximate location of wetland perimeters on the subdivision/development parcel(s), if any, and associated wetland buffers as defined by RIDEM. It is not necessary to have wetland edges verified by RIDEM at this stage

- Approximate location of buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the subdivision/development parcel(s)
- Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the subdivision/development parcel(s), including base flood elevation data for applicable zones
- Historic Cemeteries within the subdivision/development parcel with required 25 foot buffer area.

### **Section B. Existing Conditions Plan**

- Inset locus map
- Aerial photograph of the subdivision/development parcel(s)
- Approximate location of all existing easements and rights of way within or adjacent to the subdivision/development parcel(s)
- Location of any areas of existing, active agricultural use, or if no such use is present on the site, a notation indicating such
- Notation of existing ground cover with approximate locations of any existing wooded areas
- Existing topography with minimum ten foot contour lines
- Location of any existing street, driveways, farm road, woods roads and/or trails that have been in public use
- Approximate location and size of all existing buildings, structures, utilities and other improvements within the subdivision/development parcel(s), including septic systems and wells
- Approximate location of any unique features present on the site, including but not limited to historic cemeteries, stone walls, archaeologically significant sites, specimen trees and/or National/Local Register of Historic Places sites or districts
- Notation indicating that the subdivision/development parcel(s) are located or not located within the following areas of special concern:
  - Natural Heritage Areas, as defined by RIDEM
  - Wellhead protection areas for public or community drinking water wells
  - Scituate Reservoir Watershed
- Approximate location of steep slopes in excess of 20%
- Soils map of the subdivision/development parcel(s)

### **Section C. Concept Plan**

- Proposed number of buildable lots/units
- Proposed lot lines, with approximate dimensions and lot areas, drawn so as to distinguish them from existing property lines. Approximate lot areas shall indicate total lot area and lot area exclusive of land unsuitable for development. Assign individual lot numbers to each lot (ex. Lot 1, Lot 2, etc.)
- Proposed structures including proposed uses, square footage and dimensions
- Proposed parking areas with approximate number of spaces
- Conceptual proposed streets, if any, with approximate areas and dimensions
- Notation of the type of utilities proposed to service the property, including wastewater, water, electric, stormwater drainage and communications or telecommunications infrastructure as may be required for site development
- Approximate location, dimension and anticipated use of any area(s) proposed to be set aside as open space
- Approximate locations and types of proposed stormwater management infrastructure

**Section C - 1. Yield Plan (Conservation Subdivisions and any development proposing a density in excess of the underlying zoning only)**

- For single family development, illustrate maximum number of single family building lots that would reasonably be expected to be developed as a conventional subdivision upon the parcel
- For all other development, illustrate the maximum number of units that would be reasonably be expected to be developed using the permitted density upon the parcel.
- Illustrate proposed streets, lots, rights-of-way, and land unsuitable for development.

**Section D. Supporting Materials**

- Narrative report or written statement – 10 copies
  - General description of the use(s) and type(s) of development proposed
  - General statement that illustrates the approach utilized in designing the proposed subdivision/development, including consideration of existing conditions and significant site features
  - Itemized tally of total land unsuitable for development as defined in the Zoning Ordinance including:
    - Wetlands (it is not necessary to have wetland edges verified by RIDEM at this stage)
    - Wetland buffers
    - Waterbodies
    - Existing or proposed streets or rights-of-way, public or private
    - Land within any publicly or privately held easement in which above or below ground utilities are existing or proposed, including but not limited to electric transmission lines less than 69 kilovolts, drainage easements or easements for access, public access or scenic area.
    - Historic cemeteries
    - Areas of steep slope in excess of 20%
    - Land located within special flood hazard areas
  - List of necessary special use permits and/or variance from the Zoning Ordinance as shown on proposed plan
  - List of necessary waivers or modifications from the Subdivision Regulations as shown on the proposed plan