



Town of Gloucester, RI
Preliminary Review Checklist
Minor Subdivision/Land Development Project

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
- Applicable review fee – 1-3 lots with no public improvements - \$100 + \$20 per lot; all other minor subdivisions - \$200 + \$20 per lot
- Preliminary 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 (maps - minimum size 24" x 36") – 10 copies

Section A. Map Information

Each map included in the preliminary review for any minor subdivision/minor land development project shall contain the following information:

- Title block containing the title of development and Assessor's Plat and Lot
- Name of the proposed development
- Name and address of the applicant(s)
- Name and address of the owners of all property involved in the 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 developed
- Area of development parcel(s)
- Legend showing all symbols
- Zoning district(s) of the parcels being developed. If more than one district, zoning boundary lines must be shown
- Perimeter boundary lines of the 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 development parcel
- Assessor's Plat and lot numbers of all abutting property and property immediately across any public or private streets from the development parcel(s)
- Names of abutting property owners and property owners immediately across any adjacent public or private streets from the development parcel(s)

- Location of wetland perimeters on the development parcel(s), if any, as flagged by a certified wetlands biologist, and associated wetland buffers as defined by RIDEM. Verification of the wetland edge by RIDEM is required
- Approximate location of buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the development parcel(s)
- Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the development parcel(s), including base flood elevation data for applicable zones
- Certification by a RI Registered Land Surveyor, including wet stamp, that a perimeter survey of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information
- Historic Cemeteries with required 25 foot buffer

Section B. Existing Conditions Plan

- Inset locus map
- Location of all existing easements and rights of way within or adjacent to the development parcel(s) with a notation of the book and Page reference to the Gloucester Land Evidence Records
- 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
- Location and size of all existing buildings, structures, utilities and other improvements within the development parcel(s), including septic systems and wells
- 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 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
- Location of steep slopes in excess of 20%
- Boundaries and notation of the soil types classifications for the entire area of the development parcel(s) as identified by the most recent USDA RI Soil Survey
- Location of existing survey monuments

Section C. Proposed Conditions Plan

- Boundaries and total area of any land classified as “land unsuitable for development” as defined by the Zoning Ordinance
- Proposed number of buildable lots/residential units
- Proposed easements and rights of way within the development parcel(s), or those to be acquired adjacent to the development parcel(s) as may be necessary
- Proposed lot lines, with accurate dimensions, angles and lot areas, drawn so as to distinguish them from existing property lines. Accurate lot areas shall indicate total lot area and lot area exclusive of land unsuitable for development
- Assign record numbers to all new lots

- Proposed structures including proposed uses, square footage and dimensions
- Location, dimension, total area, and proposed use of open space, if any
- Full right of way profile including roadway/driveway design, existing and proposed elevations and locations of proposed utility infrastructure, sidewalks, landscaping, bike paths, etc.
- Proposed location, size and type of utilities proposed to service the property, including wastewater, water, electric, stormwater drainage, fire suppression and communications or telecommunications infrastructure as may be required for site development
- Location of soil evaluations on each lot, which have been performed by a licensed soil evaluator and obtained RIDEM concurrence, indicating an OWTS system would be permitted within the boundaries of each developable lot
- Locations and types of proposed stormwater management infrastructure
- Grading plan to show proposed contours at 10 foot intervals for all grading proposed for construction, drainage and upon individual lots, if necessary. If blasting is proposed, it must be stated on the plans
- Location of proposed survey monuments (granite bounds preferred for roadways)
- Landscaping plan to show significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, within common areas and upon individual lots (if part of proposed improvements)
- Location and dimensions of signage, if proposed

Section D. Supporting Materials

- Vicinity Map drawn to scale to show that area within ½ mile of the development parcel(s), identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations and other significant public facilities
- Aerial photograph of the development parcel(s)
- If no freshwater wetlands and/or wetland buffers are present on the development parcel(s), an affidavit signed by a wetlands biologist, a registered professional surveyor or a registered landscape architect stating that there are no freshwater wetlands and/or buffer areas within the development parcel(s)
- RIDEM Wetland Edge Verification
- Subdivision site suitability certification from RIDEM or soil evaluation approval from RIDEM for on-site wastewater treatment
- Narrative report or written statement
 - 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
 - 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
- A list of special use permits and/or variances 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
- Draft Homeowner’s Association documents approved by the Town Solicitor, if applicable

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

Applicants proposing conservation subdivisions and development proposing a density in excess of the underlying zoning shall submit a Yield Plan demonstrating the maximum number of lots/units that would be allowed under the conventional zoning and/or subdivision requirements, taking into account all environmental, natural and man-made physical constraints to development. The Yield Plan shall comply with the dimensional requirements of the zoning district in which it is located, and shall accurately depict the following information:

- Boundaries and total area of any land classified as “land unsuitable for development” as defined by the Zoning Ordinance
- Number of buildable lots/number of units
- Lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
- Streets, with accurate areas and dimensions, designed in compliance with the Subdivision Regulations’ public design and improvement standards , as many be necessary to provide the required frontage for each buildable lot
- Demonstration that each developable lot would have permanent and adequate physical access to a public street
- Location of soil evaluations on each lot, which have been performed by a licensed soil evaluator and obtained RIDEM concurrence, indicating an OWTS system would be permitted within the boundaries of each developable lot or sufficient to service each residential unit

Section D – 2. Developments with public or private street/access creation or extension only

- Limits of disturbance relative to road and/or infrastructure installation
- Grading plan to show proposed contours at ten foot intervals for all grading proposed for roadway construction. If blasting is proposed, it must be stated on the plans
- Soil erosion and sediment control plan
- Stormwater management plan to show accurate designs and details of proposed stormwater management infrastructure, including type, location and configuration, prepared by a Registered Professional Engineer
- Landscaping plan to show landscaping on street rights-of-way
- All utility and site improvement related details, including those related to the installation of streets, sidewalks, drainage systems, fire suppression and utility infrastructure within the road right of way
- Drainage calculation, associated explanatory narrative and all supporting documentation, including an Operations and Maintenance manual for the roadway system
- A letter stating the intent of the applicant to complete the required improvements prior to final plan approval or a letter requesting that a financial guarantee sufficient to cover the cost of the required

improvements be set by the Planning Board. If the financial guarantee is requested, two different itemized (2) construction cost estimates for the required improvements are required

- Proposed name of newly created street and notation if roadway is public or private
- A list of names and addresses of all property owners within 200 feet of the parcel perimeter

Section D - 3. Multi-family development only

- Location of parking spaces and loading areas, driveways, walkways, points of access and egress, traffic safety devices and general circulation patterns
- Location and description of the proposed wastewater disposal system
- Location and description of the proposed water supply system
- Location and description of the proposed solid waste disposal system
- Landscaping area showing buffer areas, screening, fencing and plantings
- Proposed name of newly created private way

Section D - 4. Rural Residential Compounds only

- Indicate year lot was created
- Draft deed dedicating the development rights in excess of the minimum underlying zoning of each lot in perpetuity to a land conservation organization, preventing further development
- Scale and area of vegetative screening separating common private way and rural residential compound lots from adjacent residentially zoned property and roadway
- Proposed name of newly created private way
- A letter stating the intent of the applicant to complete the required improvements prior to final plan approval or a letter requesting that security sufficient to cover the cost of the required improvements be set by the Planning Board. If the financial guarantee is requested, two (2) different itemized construction cost estimates for the required improvements are required

Section D - 5. Conservation Development or any development proposing open space dedication only

- Draft deed dedicating the property or development rights of the required open space in perpetuity to a land conservation organization or HOA preventing further development or a draft restriction for recording providing that the open space shall be kept in the authorized condition and shall not be built upon or developed
- Draft open space management plan specifying the permitted uses, maintenance plan, etc.