

**TOWN OF WESTERLY -- PLANNING BOARD  
MAJOR LAND DEVELOPMENT, DEVELOPMENT PLAN REVIEW  
& MAJOR SUBDIVISION APPLICATION**

Major Land Development -- A development plan for all non-residential land development projects, or residential projects that require waivers or modifications.

Major Subdivision -- A plan for a residential subdivision of land consisting of six (6) or more units or lots.

Check One:  Major Land Development Plan  Major Subdivision – Number of Lots \_\_\_\_\_

Pre-Application / Concept Plan

Date Submitted: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Master Plan Application

Date Submitted: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Preliminary Plan Application

Date Submitted: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Final Plan Application

Date Submitted: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Date Approved: \_\_\_\_\_

I hereby certify that the submitted application is deemed complete for purposes of commencing the applicable time period for Planning Board review pursuant to R.I.G.L. 45-23-36 and Section A261-25 of Westerly's Land Development & Subdivision Regulations, and that it contains all information required by these regulations and by the Westerly Zoning Ordinance.

\_\_\_\_\_  
Town Planner / Administrative Officer

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

Assessor's Plat: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_

E-911 Street Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Surveyor's Name: \_\_\_\_\_

Surveyor's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Engineer's Name: \_\_\_\_\_

Engineer's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Represented by: \_\_\_\_\_

Representative's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner's Certification:

I hereby certify that I have authorized the above-listed representatives to act on my behalf, and to prepare all required documentation in support of this Application; that such documentation is in accordance with the *Westerly Zoning Ordinance* and *Westerly Land Development & Subdivision Regulations*; and that such documentation is true, accurate and complete to the best of my knowledge.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

Other Required Permits & Applications (Check all required -or- N/A if Not Applicable):

Special Use Permit  
(Westerly Zoning Board) Date Submitted: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

Land Disturbance Permit  
(Westerly Code §224-8) Date Submitted: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

Stormwater Management Plan  
(Westerly Code §224-10) Date Submitted: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

Stormwater Management  
Maintenance Agreement  
(Westerly Code §224-16) Date Submitted: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

RIDEM – RIPDES Permit  
Date Submitted: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

RIDEM Freshwater  
Wetlands Permit  
Date Submitted: \_\_\_\_\_

RIDEM Freshwater  
Wetlands – Copy of Approved Plans  
Date Approved: \_\_\_\_\_

RIDEM On-Site Wastewater  
Treatment System (OWTS)  
Date Submitted: \_\_\_\_\_

RIDEM (OWTS) Copy of Approved Plans  
Date Approved: \_\_\_\_\_

RIDOT Physical Alteration Permit  
Date Submitted: \_\_\_\_\_

RIDOT Physical Alteration Permit  
Copy of Approval and Comments  
Date Approved: \_\_\_\_\_

CRMC Preliminary Determination  
Copy of Approval and Comments  
Date Submitted: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

RIDOH Hydraulic Mapping for  
Sites requiring blasting  
Date Submitted: \_\_\_\_\_

RIDOH Copy of Comments  
Pre-Blast Survey Results\*  
Date Submitted: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

For projects located within FAA Part 77 Surfaces for Westerly Airport, an FAA  
approved 7460 application, or letter from RIAC that such approval is not needed.  
Date Submitted: \_\_\_\_\_

Other (Specify): \_\_\_\_\_

\*Applicant understands that any blasting shall comply with all state requirements and shall hold harmless and indemnify the Town of Westerly due to unanticipated consequences.

**APPLICATION SUBMISSION REQUIREMENTS  
MAJOR LAND DEVELOPMENTS & MAJOR SUBDIVISIONS**

References: R.I.G.L. 45-23-32 & 45-23-40 to 43;  
*Westerly Land Development & Subdivision Regulations*, Section A261-28  
*Westerly Zoning Ordinance*, Section 260-45 (Development Plan Review)

**Submission A. Pre-Application & Concept Plan Review** – The initial stage of major land development and subdivision review, in which proposals are discussed informally and receive comments and direction from municipal officials. Twelve copies of the Concept Plan shall be submitted to the Town Planner, drawn to a scale of 1 inch = 40 feet (scale may be modified with permission of Planner). A sufficient number of 24” x 36” sheets shall be included to clearly show all of the information required, numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.). All plans shall be prepared and certified by a RI Professional Land Surveyor and/or Professional Engineer. The following information shall be provided:

1. \_\_\_\_\_ Name of proposed development.
2. \_\_\_\_\_ Name and address of property owner and surveyor / engineer.
3. \_\_\_\_\_ Date of plan preparation, with revision date(s).
4. \_\_\_\_\_ Graphic scale and true north arrow.
5. \_\_\_\_\_ Assessor’s plat and lot number(s) of land being developed.
6. \_\_\_\_\_ Zoning district(s). If more than one district, zoning boundary lines must be shown.
7. \_\_\_\_\_ Vicinity map, drawn to a scale of 1” = 400’ encompassing the area within one-half mile of the development parcel, showing locations of all streets, existing lot lines, and zoning district boundaries. Schools, parks, fire stations and other significant public facilities shall be indicated and labeled on the locus map.
8. \_\_\_\_\_ Perimeter boundary lines and dimensions of the development parcel drawn so as to be distinguishable from other boundaries, and all other existing property lines within or adjacent to the parcel, including existing easements and rights-of-way.
9. \_\_\_\_\_ Proposed streets, lots and property lines, depicting proposed lot areas and dimensions, drawn so as to distinguish them from existing property lines.
10. \_\_\_\_\_ Building envelopes for all lots, with such lines running parallel to lot lines.
11. \_\_\_\_\_ Table stating minimum area and building setback dimensions required for the zoning district.
12. \_\_\_\_\_ Location and approximate size of existing buildings, proposed buildings and/or significant above ground structures on or immediately adjacent to the development.

13. \_\_\_\_\_ Location, width and names of existing streets within and immediately adjacent to the development parcel.
14. \_\_\_\_\_ Names of abutting property owners and property owners across adjacent streets, including Assessor's plat and lot numbers.
15. \_\_\_\_\_ Location of wooded area and notation of existing ground cover.
16. \_\_\_\_\_ Location of wetlands, watercourses and/or CRMC designated coastal features within or within 200 feet of the development parcel perimeter.
17. \_\_\_\_\_ Location of historic cemeteries on or immediately adjacent to the development.
18. \_\_\_\_\_ Location of any unique natural and/or historic features, including stonewalls.

**Major Subdivision & Major Development Plan Fee Schedule**

<b>Major Subdivision Plan</b>	<b>Application Fee</b>
Pre-Application & Concept Review	\$100
Master Plan	\$250 + \$20 per Lot
Preliminary Plan	\$500 + \$20 per Lot
Final Plan	\$250 + \$20 per Lot

<b>Major Development Plan</b>	<b>Application Fee</b>
Pre-Application & Concept Review	\$100
Master Plan	\$250 + \$20 per Unit
Preliminary Plan	\$500 + \$20 per Unit
Final Plan	\$250 + \$20 per Unit

Note 1: The Planning Board, at its discretion, may vote to combine review stages and application fees, and to modify and/or waive requirements as specified in Section A261-22. Review stages may be combined only after the Planning Board determines that all necessary requirements have been met by the applicant.

Note 2: The term "unit" is defined as one apartment / condominium / town home or one commercial space in a retail complex.

Project Name: \_\_\_\_\_ Plat: \_\_\_\_\_ Lot(s): \_\_\_\_\_

**Submission B. Master Plan Review** -- The second stage of major land development and subdivision review, consisting of an overall plan outlining general, rather than detailed development intentions. Full engineering details are not required at this stage. For properties subject to Development Plan Review, additional standards as contained in Section 260-45 of the Zoning Ordinance may be required. Twelve (12) copies of plans shall be submitted to the Town Planner, at the same scale as the Concept Plan, on 24" x 36" sheets that are numbered sequentially. All plans shall be prepared and certified by a RI Professional Land Surveyor and/or Professional Engineer. Attach a written statement explaining any items marked as "N/A".

1. \_\_\_\_\_ All information as depicted on the Concept Plan, including conditions and revisions as required by the Planning Board.
2. \_\_\_\_\_ Schematic design and location of proposed roadways, private driveways, parking areas, pedestrian sidewalks, and stormwater drainage structures.
3. \_\_\_\_\_ Conceptual locations of existing and proposed water supply and sanitary sewer systems and/or proposed on-site wells and ISDS.
4. \_\_\_\_\_ Existing topography showing contour intervals of 5 feet, and proposed topographical changes showing contour intervals of 2 feet.
5. \_\_\_\_\_ Notation on plan if the development parcel(s) are located within the following areas:
  - \_\_\_\_\_ CRMC Coastal Zone, including Salt Pond SAMP Boundary.
  - \_\_\_\_\_ Zoning Overlay Districts (List: \_\_\_\_\_).
  - \_\_\_\_\_ FEMA designated flood hazard zone, and FEMA base flood elevation data.
  - \_\_\_\_\_ FAA Part 77 Surfaces (See 14 CFR Part 77 - Objects Affecting Navigable Airspace).
6. \_\_\_\_\_ FEMA Flood Insurance Rate Map reference & elevation boundary.
7. \_\_\_\_\_ Location, dimension and area of any land proposed to be set aside as meaningful useable open space,
8. \_\_\_\_\_ Areas for conveyance to Town of Westerly for stormwater drainage purposes.

**Master Plan -- Supporting Materials:** The following materials shall be submitted with a Master Plan application for a Major Development Plan or a Major Subdivision:

1. \_\_\_\_\_ Narrative report providing a general description of the existing physical environment and existing use of the property, along with a general description of the project's major elements, including uses and type of development proposed by the applicant (12 copies).
2. \_\_\_\_\_ Written estimate of the approximate population of the proposed development, including an estimate of the number of school-aged children to be housed in the development (12 copies).
3. \_\_\_\_\_ Narrative describing details of project phasing (12 copies).
4. \_\_\_\_\_ Aerial photograph or a blue line copy of an existing aerial photograph of the proposed development parcel and surrounding area (1 copy).
5. \_\_\_\_\_ Soils map of the development parcel and surrounding area, and a general analysis of soil types and suitability for the development proposed. If any USDA-designated prime agricultural soils are within the development parcel the soils map shall be marked to show the location of said prime agricultural soils (1 copy).
6. \_\_\_\_\_ 200-foot radius map depicting Assessor's Map/Lot of project area, and name/address of property owners of record within 200 feet of development parcel (1 copy).
7. \_\_\_\_\_ Affidavit of Notice for mailed public hearing notices -- refer to Section A261-28(D) of Land Development & Subdivision Regulations for posting requirements (1 copy).

Project Name: \_\_\_\_\_ Plat: \_\_\_\_\_ Lot(s): \_\_\_\_\_

**Submission C. Preliminary Plan Review** -- The third stage of major land development and subdivision review, including but not be limited to: engineering plans depicting existing site conditions, engineering plans depicting the proposed development project, a property line survey, all permits required by State or Federal agencies prior to commencement of construction, including permits related to freshwater wetlands, the coastal zone, floodplain, preliminary suitability for ISDS, public water systems, and connections to State roads. This is the stage when final written comments and/or approvals are received from reviewing agencies. For properties subject to Development Plan Review, additional standards as contained in Section 260-45 of the Zoning Ordinance may be required. Twelve (12) copies of plans shall be submitted, at the same scale as the Master Plan. All plans shall be prepared and certified by a RI Professional Land Surveyor and/or Professional Engineer.

1. \_\_\_\_\_ All information as depicted on the Concept Plan and Master Plan, containing conditions and revisions as required by local, state and/or federal reviewing agencies.
2. \_\_\_\_\_ Stormwater drainage and site grading plan at minimum contour intervals of 2 feet, showing all proposed contours, drainage facilities, and grading upon individual lots if part of proposed development improvements.
3. \_\_\_\_\_ Existing and proposed utilities plan, including sewer, water, gas, electric, phone, cable TV, fire hydrants, or other proposed above or underground utilities.
4. \_\_\_\_\_ Soil erosion and sediment control plan (see Section A261-30 of Land Development & Subdivision Regulations).
5. \_\_\_\_\_ Location of proposed stump dumps (including off-site disposal areas).
6. \_\_\_\_\_ Roadway Construction Drawings -- Required for all developments with new streets or extension of existing streets, with number of copies as specified by the Town Planner. Refer to Land Development & Subdivision Regulations, Sections A261-29 to 31 for design and construction guidance standards.

\_\_\_\_\_ Proposed street name: \_\_\_\_\_

\_\_\_\_\_ Street plan and profiles, at a scale of 1 inch = 40 feet horizontal and 1 inch = 4 feet vertical, depicting all appurtenant stormwater drainage structures and below ground utilities.

\_\_\_\_\_ Street cross-section, showing placement of all buried utilities.

\_\_\_\_\_ Written performance bond estimate developed by a professional engineer, in an amount sufficient to cover the cost of all required public improvements.

**Preliminary Plan -- Supporting Materials:** The following materials shall be submitted with a Preliminary Plan application for a Major Development Plan or a Major Subdivision (12 copies). Attach a written statement explaining any items marked as “N/A” below.

1. \_\_\_\_\_ When stormwater drainage structures are proposed, drainage calculations prepared by a professional engineer, and letter from Town Engineer indicating approval of the stormwater drainage plan.
2. \_\_\_\_\_ Water/wastewater analysis prepared by a professional engineer regarding projected average daily water consumption, projected average daily wastewater flow, frequency and duration of peak usage of water and sewer facilities, effluent characteristics, and water pressure.
3. \_\_\_\_\_ Written confirmation from Westerly’s Water Utility Division that it has reviewed the plan and is able to provide water service.
4. \_\_\_\_\_ Written confirmation from Westerly’s Sewer Division that it has reviewed the plan and is able to provide sewer service.
5. \_\_\_\_\_ If On-Site Wastewater Systems are proposed, favorable Preliminary Development Suitability Determination issued by RIDEM.
6. \_\_\_\_\_ Architectural renderings including plans, sections, and or elevations of any proposed buildings.
7. \_\_\_\_\_ Traffic impact analysis prepared by a professional engineer regarding existing roadway capacity and traffic counts; projected average daily vehicle trips and peak hour trips generated by the proposed project.
8. \_\_\_\_\_ Natural conditions analysis of the site prepared by a registered or licensed professional indicating the soil, geologic, hydrologic, and vegetative conditions of the site.
9. \_\_\_\_\_ Landscape plan prepared by a registered landscape architect showing the relations of structures to topography, existing and proposed planting and grading.
10. \_\_\_\_\_ Open space management plan showing agricultural, recreational and conservation uses of the site together with a management plan detailing how all common or public lands will be maintained, used and managed.
11. \_\_\_\_\_ Analysis of toxic or hazardous use impacts prepared by a registered or licensed professional regarding use, containment, and disposal of any toxic or hazardous materials to be used or stored on the site.
12. \_\_\_\_\_ Affidavit of Notice for mailed hearing notices -- refer to Section A261-28(D) of Land Development & Subdivision Regulations for posting requirements (1 copy).

13. \_\_\_\_\_ Written confirmation from RIDEM that pursuant to the Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, that the proposed development plans, 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 RIDEM has granted approval for the proposed site alteration.
  
14. \_\_\_\_\_ Written approval from CRMC that the proposed development, including any required off-site construction, in the form of an Assent as required by the Rhode Island Coastal Resources Management Program, or by applicable Special Area Management Plans.
  
15. \_\_\_\_\_ A Physical Alteration Permit (PAP) issued by RIDOT for any connection to or construction work within a state highway or other state right-of-way.
  
16. \_\_\_\_\_ For projects located within FAA Part 77 Surfaces for Westerly Airport, an FAA approved 7460 application, or letter from RIAC that such approval is not needed
  
17. \_\_\_\_\_ Two (2) original signed copies of all legal documents and deeds describing any proposed municipal easements, rights-of-way, dedications or restrictions, and/or rules governing proposed homeowners' associations.

Project Name: \_\_\_\_\_ Plat: \_\_\_\_\_ Lot(s): \_\_\_\_\_

**Submission D. Final Plan Review** -- The final stage of major land development and subdivision review. The applicant shall submit to the Town Planner final plans and supporting materials as indicated below (number of copies to be specified by the Planner). All plans shall be prepared and certified by a RI Professional Land Surveyor and/or Professional Engineer. Attach a written statement explaining any items marked as "N/A" below.

1. \_\_\_\_\_ All information as depicted on the Concept Plan, Master Plan and Preliminary Plan, containing conditions and revisions as required by local, state and/or federal reviewing agencies.
  
2. \_\_\_\_\_ Signature block indicating Planning Board approval, to be signed and dated by the Planning Board Chairman.