

**TOWN OF WESTERLY -- PLANNING BOARD
MINOR LAND DEVELOPMENT & MINOR SUBDIVISION APPLICATION**

Minor Land Development -- A development plan for a residential project provided that such development does not require waivers or modifications. All non-residential land development projects shall be considered as major land development plans.

Minor Subdivision -- A plan for a residential subdivision of land consisting of five (5) or fewer units or lots, provided that such subdivision does not require waivers or modifications.

Check One: <input type="checkbox"/> Minor Land Development Plan <input type="checkbox"/> Minor Subdivision – Number of Lots _____		
<input type="checkbox"/>	Preliminary Plan Application	
Date Submitted: _____	Fee Paid: _____	Date Approved: _____
<input type="checkbox"/>	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

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Application Type	Application Fee
Minor Development Plan	
<i>Preliminary Plan</i>	\$500 + \$20 per Unit
<i>Final Plan</i>	\$250 + \$20 per Unit
Minor Subdivision (1 – 5 lots)	
<i>Preliminary Plan</i>	\$200 + \$20 per Lot
<i>Final Plan</i>	\$100 + \$20 per Lot

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
MINOR LAND DEVELOPMENTS & MINOR SUBDIVISIONS**

References: R.I.G.L. 45-23-32 & 45-23-38;
Westerly Land Development & Subdivision Regulations, Section A261-27

Submission A. Preliminary Plan Review – The stage of minor land development and subdivision review that requires detailed survey and engineering drawings. Twelve copies of the preliminary 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.). For properties subject to Development Plan Review, additional standards as contained in Section 260-45 of the Westerly Zoning Ordinance may be required. All plans shall be prepared and certified by a RI Professional Land Surveyor and/or Professional Engineer. The following information shall be provided. Attach a written statement explaining any items marked as “N/A” (not applicable).

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. _____ Existing topography showing contour intervals of 5 feet, and proposed topographical changes showing contour intervals of 2 feet.
14. _____ Stormwater drainage and site grading plan at minimum contour intervals of two (2) feet, showing all proposed contours, drainage facilities, and grading upon individual lots encumbered by proposed drainage improvements.
15. _____ Location and design of proposed private driveways, parking areas, pedestrian sidewalks, landscaping, exterior lighting and refuse disposal areas.
16. _____ Locations of existing and proposed water supply and sanitary sewer systems and/or proposed on-site wells and ISDS.
17. _____ Existing and proposed utilities plan, including sewer, water, gas, electric, phone, cable TV, fire hydrants, and other proposed above or underground utilities.
18. _____ Location, width and names of existing streets within and immediately adjacent to the development parcel.
19. _____ Names of abutting property owners and property owners across adjacent streets, including Assessor's plat and lot numbers.
20. _____ Location of wooded area and notation of existing ground cover.
21. _____ Location of wetlands, watercourses and/or CRMC designated coastal features within or within 200 feet of the development parcel perimeter.
22. _____ Location of any unique natural and/or historic features, or historic cemeteries on or immediately adjacent to the development parcel, including stonewalls.
23. _____ Notation on plan if the development parcel(s) are located within the following areas:
 - _____ CRMC jurisdiction, including Salt Pond Special Area Mgt. Plan Boundary.
 - _____ Zoning Overlay Districts (List: _____).
 - _____ FEMA designated flood hazard zone (provide base flood elevation data).
 - _____ FAA Part 77 Surfaces (See 14 CFR Part 77 - Objects Affecting Navigable Airspace).
24. _____ FEMA Flood Insurance Rate Map elevation boundary.
25. _____ Location, dimension and area of any land proposed to be set aside as open space, or conveyed to Town of Westerly for stormwater drainage purposes.

26. _____ Soil erosion and sediment control plan (see Section A261-30 of Land Development & Subdivision Regulations).

Preliminary Plan Review – Supporting Materials: The following materials shall be submitted with a Preliminary Plan application for a Minor Development Plan or a Minor Subdivision. Attach a written statement explaining any items marked as “not applicable” below.

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. _____ 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 (12 copies).
3. _____ Written confirmation from Westerly’s Water Utility Division that it has reviewed the plan and is able to provide water service (12 copies).
4. _____ Written confirmation from Westerly’s Sewer Division that it has reviewed the plan and is able to provide sewer service (12 copies).
5. _____ If On-Site Wastewater Treatment Systems are proposed, favorable Preliminary Development Suitability Determination issued by RIDEM (12 copies).
6. _____ 200-foot radius map depicting Assessor’s Map/Lot of project area, and name/address of owners of record within 200 feet of development parcel (1 copy).
7. _____ Affidavit of Notice for mailed public hearing notices -- refer to Section A261-27(F) of Land Development & Subdivision Regulations (1 copy).

Submission B. 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.

1. _____ Street plan and profiles depicting appurtenant stormwater drainage structures and below ground utilities (1 inch = 40 feet horizontal and 1 inch = 4 feet vertical).
2. _____ Street cross-section, showing placement of all buried utilities.
3. _____ Written performance bond estimate in an amount sufficient to cover the cost of all required public improvements.

Project Name: _____ Plat: _____ Lot(s): _____

Submission C. Final Plan Review -- The final stage of Minor Land Development and Minor Subdivision review and approval. 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".

1. _____ All information as depicted on the Preliminary Plan, including 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.
3. _____ 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.
4. _____ 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.
7. _____ 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.