

LAND DEVELOPMENT AND SUBDIVISION REGULATIONS

A261 Attachment 3

TOWN OF WESTERLY
PLANNING BOARD MAJOR LAND DEVELOPMENT,
DEVELOPMENT PLAN REVIEW & MAJOR SUBDIVISION APPLICATION
[Amended 9-18-2012]

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

Major Subdivision — A plan for a residential subdivision of land consisting of six 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 § A261-25 of Westerly's Land Development and 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: _____

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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 the Westerly Land Development and 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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Other Required Permits & Applications (Check all required -or- N/A if Not Applicable):

- | | |
|--|--|
| <input type="checkbox"/> Special Use Permit
(Westerly Zoning Board) | Date Submitted: _____
Date Approved: _____ |
| <input type="checkbox"/> Land Disturbance Permit
(Westerly Code § 224-8) | Date Submitted: _____
Date Approved: _____ |
| <input type="checkbox"/> Stormwater Management Plan
(Westerly Code § 224-10) | Date Submitted: _____
Date Approved: _____ |
| <input type="checkbox"/> Stormwater Management
Maintenance Agreement
(Westerly Code § 224-16) | Date Submitted: _____
Date Approved: _____ |
| <input type="checkbox"/> RIDEM – RIPDES Permit | Date Submitted: _____
Date Approved: _____ |
| <input type="checkbox"/> RIDEM Freshwater
Wetlands Permit | Date Submitted: _____ |
| <input type="checkbox"/> RIDEM Freshwater
Wetlands – Copy of Approved Plans | Date Approved: _____ |
| <input type="checkbox"/> RIDEM On-Site Wastewater
Treatment System (OWTS) | Date Submitted: _____ |
| <input type="checkbox"/> RIDEM (OWTS) Copy of Approved Plans | Date Approved: _____ |
| <input type="checkbox"/> RIDOT Physical Alteration Permit | Date Submitted: _____ |
| <input type="checkbox"/> RIDOT Physical Alteration Permit
Copy of Approval and Comments | Date Approved: _____ |
| <input type="checkbox"/> CRMC Preliminary Determination
Copy of Approval and Comments | Date Submitted: _____
Date Approved: _____ |
| <input type="checkbox"/> RIDOH Hydraulic Mapping for
Sites requiring blasting | Date Submitted: _____ |
| <input type="checkbox"/> RIDOH Copy of Comments Pre-Blast Survey Results* | Date Submitted: _____
Date Submitted: _____ |
| <input type="checkbox"/> 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: _____ |
| <input type="checkbox"/> 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.

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**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, § A261-28
Westerly Zoning Ordinance, § 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 one inch equals 40 feet (scale may be modified with permission of the Planner). A sufficient number of 24 inches by 36 inches 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 one inch equals 400 feet encompassing the area within 1/2 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 aboveground 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.

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- 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

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

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 § 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/townhome or one commercial space in a retail complex.

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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 § 260-45 of the Zoning Ordinance may be required. Twelve copies of plans shall be submitted to the Town Planner, at the same scale as the Concept Plan, on 24 inches by 36 inches 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 five feet, and proposed topographical changes showing contour intervals of two 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 and elevation boundary.
7. _____ Location, dimension and area of any land proposed to be set aside as meaningful usable 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).

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4. _____ Aerial photograph or a blue line copy of an existing aerial photograph of the proposed development parcel and surrounding area (one 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 (one copy).
6. _____ Two-hundred-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 (one copy).
7. _____ Affidavit of Notice for mailed public hearing notices — Refer to § A261-28D of the Land Development and Subdivision Regulations for posting requirements (one copy).

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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 § 260-45 of the Zoning Ordinance may be required. Twelve 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 two 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 § A261-30 of the Land Development and 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 and Subdivision Regulations, §§ A261-29 to A261-31 for design and construction guidance standards.

_____ Proposed street name: _____

_____ Street plan and profiles, at a scale of one inch equals 40 feet horizontal and one inch equals four 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 the Town Engineer indicating approval of the stormwater drainage plan.

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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 § A261-28D of the Land Development and Subdivision Regulations for posting requirements (one 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.

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17. _____ Two 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.