

**TOWN OF WESTERLY
OFFICE OF PLANNING**

**SUBMISSION INSTRUCTIONS & APPLICATION REQUIREMENTS
CHECKLIST – MAJOR & MINOR SUBDIVISION**



(Include relevant completed checklist with each stage of review)

Application Instructions:

Pre-Application (\$100)

Required for Major Subdivision (>5 new units/lots and/or requires waivers/modifications).

For Minor Subdivision (<5 new units/lots and no waivers/modifications) consult with Planning Office Staff.

Before submitting a major land development, an applicant must meet with a staff member of the Planning Office to discuss the proposed project and to establish which of the requirements set forth in the Major and Minor Land Development for Multi-Unit Residential Checklist might be waived. The required contents of the application submission will depend on the scope and complexity of the proposed project, as determined by the Administrative Officer/Town Planner.

Master Plan Review (\$250 + \$20 per unit*)

Required for Major Subdivision (>5 new units/lots and/or requires waivers/modifications).

Master plan review includes an overall plan outlining general, rather than detailed development intentions. Full engineering details are not required at this stage; however, engineering plans must depict existing and proposed site conditions, proposed construction, and a property line survey in sufficient detail to engage in productive conversation with a clear direction for the next stage of review. Submitted applications for some permits required by State or Federal agencies may also be required.

Preliminary Plan Review (Major: \$500 + \$20 per unit; Minor: \$200 + \$20/unit*)

Required for Major and Minor Subdivisions.

Preliminary plan review includes full review of engineering plans depicting existing and proposed site conditions, proposed construction, a property line survey, all permits required by State or Federal agencies prior to commencement of construction. Written comments and approvals will be received from reviewing agencies and Town departments prior to the Planning Board's consideration of the land development plan.

Final Plan Review (\$250 + \$20 per unit*)

Required for Major and Minor Subdivisions.

Final plan review may be completed by the Administrative Officer and includes review of any outstanding items identified during preliminary plan review that are required prior to and/or upon completion of construction. Any revision to the development plan determined by the Town Planner to be a substantial modification will require submission of the application for final plan approval to the Planning Board.

*Unit is defined as one lot or dwelling unit.

Submission of Application:

- Submit one (1) paper copy of all application materials, including the Project Review Form, Project Team Form, relevant Checklist of Requirements for current phase of Land Development or Subdivision, all supporting documentation, and one (1) full-sized (24-inch by 36-inch) plan set, to the Office of Planning, along with required application fee in the form of a check made out to "Town of Westerly" to the following address:

Town Planner, Office of Planning, Westerly Town Hall, 45 Broad Street, Westerly, RI 02891

- Submit all application materials electronically (in PDF format and shapefiles, as applicable) to Planning@westerlyri.gov, or via mail on CD.

Note: One (1) additional paper copy of select application materials may be needed for each seated Planning Board member, including plan sets on 11-inch by 17-inch sheets. The exact number of paper copies required will be requested prior to the meeting and are not needed upon initial application submission.

PRE-APPLICATION REQUIREMENTS CHECKLIST – MAJOR & MINOR SUBDIVISION

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All **Pre-application** submissions shall contain the following information, in addition to items identified on the Planning Application Form. Check all that apply, and provide a written statement explaining any item(s) determined by the applicant to be not applicable:

REQUIRED PERMITS/DOCUMENTATION FROM OTHER AGENCIES:

- (Required for all applications)
1. Zoning Board submittal and Zoning Official Opinion
-

PROJECT PLAN SET:

Project Plan Set must be prepared, signed, and stamped by a land-use design professional such as a professional engineer or professional land surveyor or architect licensed in the State of Rhode Island, with a Class 1 survey, at a scale of one (1) inch equals 40 feet, unless other scale is approved by the Administrative Officer. Project Plan Set shall include the following:

- 1. All plan view sheets shall include the title “Pre-application Submission” and contain the following information:
 - a. Name and address of property owner(s), applicant, and engineer
 - b. Date of plan preparation, with revision date(s)
 - c. Plat and lot of project parcel and abutting properties
 - d. North arrow and graphic scale (except on detail sheets)
- 2. Existing conditions sheet (separate from proposed conditions), including the following:
 - a. Lot dimensions and area in square feet or acres.
 - b. Existing structures and their relationship and distances from lot boundaries.
 - c. Zoning district(s) and overlays.
 - d. Front, side, and rear yard setbacks for each property (i.e., building envelope), with distance labels.
 - e. FEMA flood hazard zone, with associated base flood elevation, if applicable.
 - f. Wetland and/or coastal feature boundaries, and associated RIDEM or CRMC buffer zones, if present. Include date of site investigation and wetland biologist who performed any wetland delineations on the property. If verified by RIDEM or CRMC, date verified.
 - g. Notes stating whether or not the development will be located in any National Historic District, Natural Heritage Area, areas managed by a Special Area Management Plan (SAMP), or OWTS Critical Resource Area. And if any historic cemeteries, homes, or buildings are on the parcel.

PRE-APPLICATION REQUIREMENTS CHECKLIST – MAJOR & MINOR SUBDIVISION

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- h. Natural features, including, but not limited to, existing topography at two-foot intervals, surficial geological structures, ledge outcrops, manmade and natural depressions.
 - i. Approximate location, dimension, and area of any land important for natural, cultural and recreation resources and potential conservation.
 - j. Existing landscaping and/or natural vegetation, including existing tree line and any trees larger than 15 inches in diameter.
 - k. Existing Streets, 911 address, wells, septic system.
 - l. Any unique site conditions or features (e.g., stone walls, retaining walls, fences, exposed bedrock, etc.), historic or archeological features.
 - m. Existing utilities, including sewer, water, gas, electric, wells, OWTS, telecommunications or other above or belowground utilities, and stormwater drainage features.
 - n. Existing easements and rights of way on the parcel, with notation of Book and Page reference to Westerly Land Evidence Records.
- 3. Proposed conditions sheet (may be multiple sheets if deemed necessary), including all information from existing conditions sheet using symbology to easily distinguish between existing and proposed (i.e., faded symbology for existing conditions, darker symbology for proposed), with the following additional information:
 - a. Proposed structures/features, and their relationship and distances from lot boundaries. Include any accessory structures/features, such as fences, walls, etc.
 - b. Proposed utilities, including sewer, water, gas, electric, OWTS, wells, or other above or belowground utilities.
 - c. Proposed stormwater management features.
 - d. Proposed topography at two-foot contours, use of surficial geological structures, ledge outcrops, manmade and natural depressions.
 - e. Proposed streets, driveways, parking areas, and walkways.
 - f. Proposed lots and property lines (including dimensions and areas).
 - g. Proposed building envelopes for all lots and required setbacks labeled.
 - h. Proposed impervious cover on each lot.
 - i. Proposed landscaping and vegetation clearing limits.
 - j. Table stating project meets all dimensional requirements for the zoning district and/or specific use.
 - k. Proposed easements and rights of way on the parcel.
 - l. Approximate location, dimension, and area of any land for stormwater drainage purposes.
 - m. Soil erosion and sediment controls appropriate for pre-construction.

- n. Proposed phasing of construction, including timing of such phasing, and any site restoration work.
-

SUPPORTING MATERIALS:

- 1. If desired, a written request to combine review stages 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 submission requirements have been met by the applicant.
- 2. Vicinity map encompassing the area within ½ mile of the development parcel, showing the following information:
 - a. Locations of all streets, existing lot lines, zoning district boundaries and zoning overlay districts.
 - b. Location of schools, parks, fire station, and other significant public facilities shall be indicated and labeled on the locus map.
 - c. Identify conservation land, FEMA flood hazard areas, wetlands and watercourses (indicate whether areas have been delineated or are based on RIGIS mapping) and associated State regulatory buffer zones, Natural Heritage Areas, areas managed by Special Area Management Plan (SAMP), and onsite wastewater treatment system (OWTS) Critical Resource Areas.
 - d. Identify all land uses within 500 feet of the property.
- 3. Two-hundred-foot radius map depicting Assessor's Map/Lot of project area and of property, or any portion thereof, within 200 feet of development parcel.
- 4. A soils map of the development parcel and 200-foot area surrounding, and a general analysis of soil types and suitability for the development proposed. If any USDA-designated prime agricultural soils or forest are within the development parcel, the soils map shall be marked to show the location of said prime agricultural soils and forest.
- 5. Site photographs of existing conditions that provide a general understanding of the existing environment, with particular focus on the area proposed for development and/or any areas to be permanently protected.
- 6. If you are seeking relief from any provisions of the Zoning Ordinance explain the nature and scope of the relief sought and reason for that relief.
- 7. If you are seeking relief from any provisions of the Subdivision Regulations, in the form of a waiver, explain the nature and scope of the relief sought and reason for that relief.

PRE-APPLICATION REQUIREMENTS CHECKLIST – MAJOR & MINOR SUBDIVISION

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- 8. A thorough and complete Narrative Description including, but not limited to, the following information:
 - a. Existing conditions, including use of the property (and historic uses if relevant to proposed use, constraints to development or relief sought), topography, soil types, upland and wetland vegetation, existing structures, environmental conditions, and any other supporting information. Provide any relevant reports regarding existing conditions (e.g., soil reports, wetland delineation report, national register information, etc).
 - b. Proposed conditions, and comparison of proposed conditions with the existing conditions on the site. Description should include any building demolition, tree clearing, environmental remediation, and removal/replacement of accessory structures, such as fences, stone walls, etc.
 - c. If the project will be phased, include a phasing plan that discusses the progression of site work (e.g. roads and infrastructure) and building construction.

MASTER PLAN REQUIREMENTS CHECKLIST – MAJOR & MINOR SUBDIVISION

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All **Master Plan Review** applications shall contain the following information, in addition to items identified on the Planning Application Form, and any outstanding and/or updated information from the Pre-Application Requirements Checklist. Check all that apply, and provide a written statement explaining any item(s) determined by the applicant to be not applicable:

REQUIRED PERMITS/DOCUMENTATION FROM OTHER AGENCIES:

- | | | | |
|--|--------------------------|--------------------------|---|
| <input type="checkbox"/> (Required for all applications) | | | 1. Updated Zoning Board submittal and Zoning Official Opinion |
| Submitted | Approved | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. FAA-approved 7460 application, or Letter from RIAC that such approval is not needed, if project is located within FAA Part 77 Surfaces for Westerly Airport and/or within the Airport Overlay District |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Other (please specify: _____) |
-

PROJECT PLAN SET:

Project Plan Set must be prepared by a Professional Engineer or Professional Land Surveyor, as required by Rhode Island General Laws, with a Class 1 survey, at a scale of one inch equals 40 feet, unless other scale is approved by the Administrative Officer. Project Plan Set shall include the following:

- 1. All plan view sheets shall include the title “Master Plan Submission” and contain all information identified on the Pre-Application Requirements Checklist, with any needed updates/additions and revision date.
- 2. Existing conditions sheet (separate from proposed conditions) shall include all information identified on the Pre-Application Requirements Checklist, with any needed updates/revisions. The following additional information shall be provided:
 - a. **Location of** any Natural Heritage Areas, areas managed by a Special Area Management Plan (SAMP), or OWTS Critical Resource Area.
 - b. **Location of** historic cemeteries, homes, or areas otherwise listed on the National Register of Historic Places.
- 3. Proposed conditions sheet (may be multiple sheets if deemed necessary), including all information from existing conditions sheet using symbology to easily distinguish between existing and proposed (i.e., faded symbology for existing conditions, darker symbology for proposed), shall include all information identified on the Pre-Application Requirements Checklist, with any needed updates/revisions. The following additional information shall be provided:

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- a. Proposed topography at two-foot intervals, **including rough site grading**, use of surficial geological structures, ledge outcrops, manmade and natural depressions.
 - b. Proposed **and alternate** locations for OWTS, based on soil boring tests.
- 4. Landscape plan prepared by a registered landscape architect showing the relations of structures to topography, existing and proposed planting, and grading.

SUPPORTING MATERIALS:

- 1. If desired, written request for waiver or modification of any subdivision regulation requirements pursuant to A261-22. This should be complete and reflect the testimony you intend to present to the Board in support of your request.
- 2. Vehicular, bike, and pedestrian (off-site and on-site) circulation - explore alternatives and address connectivity to existing roads, sidewalks, trails, public transportation, etc.
- 3. 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, citing sources of information.
- 4. If public water and/or sewer will be connected to the development, provide capacity analysis of the feasibility of this connection (consult with the Department of Public Works).
- 5. Capacity analysis and feasibility of emergency services and fire suppression (consult with police and fire chief).
- 6. If a homeowners association will be established, provide a description of proposed common amenities, privacy vs. neighborliness, and the maintenance and financing of common areas and infrastructure.
- 7. A detailed analysis of soil types and suitability for the development proposed, prepared by a qualified professional. The analysis should include the suitability of the parcel for water resources protection, agricultural and forest conservation, and storm water control in relation to the proposed development.
- 8. Visual and written description of the Site Context. This documentation should include neighborhood character, architecture, special features, street views and scenic character, site planning and activities that relate development to natural and cultural factors, housing types based on needs of households in the area, and consideration to sustainability (low impact development, solar energy, natural warm light), and equity considerations (Americans with Disabilities Act compliance, low-and-moderate income housing, etc.).

MASTER PLAN REQUIREMENTS CHECKLIST – MAJOR & MINOR SUBDIVISION

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- 9. A Narrative Description including the following information:
 - a. Existing conditions, including use of the property (and historic uses if relevant), topography, soil types, upland and wetland vegetation, existing structures, and any other supporting information. Provide any relevant reports regarding existing conditions (e.g., wetland delineation report, tree survey, etc.).
 - b. Proposed conditions, and comparison of proposed conditions with the existing conditions on the site. Description should include any building demolition, tree clearing, and removal/replacement of accessory structures, such as fences, rock walls, etc. If the project will be phased, include a phasing plan.
 - c. Thorough written description of how the proposed project meets the general purposes in A261-5 and the required findings in A261-14 and the design and improvement standards in Article IV and/or Article VI of A261, the Land Development and Subdivision Regulations. This should be complete and reflect the testimony you intend to present to the Board in support of your application.
 - d. If your project is located within the Shoreline Change or Salt Ponds Special Area Management Plan (SAMP) Planning Boundary, provide a description of how your project meets the guidelines outlined in the appropriate plan.
 - e. Include a phasing plan that discusses the progression of site work (e.g. roads and infrastructure) and building construction.
- 10. If wetlands and/or coastal features exist on the site, or within 200 feet of the site, provide a wetland delineation report and opinion on the effect of the proposed project on these features, prepared by a qualified wetland scientist.
- 11. For Major Subdivisions & Minor Subdivisions with Street Creation/Extension, proof of public notice is required:
 - a. One (1) copy of a 200-foot radius map depicting Assessor's Map/Lot of the project area, and name/address of property owners of record within 200 feet of development parcel.
 - b. Required after submission but prior to public hearing: One (1) copy of a completed Affidavit of Notice for advertised and mailed notice of Public Information Meeting.

Please see Westerly Code §A261-28 for posting requirements.

PRELIMINARY PLAN REQUIREMENTS CHECKLIST – MAJOR & MINOR SUBDIVISION

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All **Preliminary Plan Review** applications shall contain the following information, in addition to items identified on the Planning Application Form, and any outstanding and/or updated information from the Pre-Application Requirements Checklist and Master Plan Requirements Checklist. Check all that apply, and provide a written statement explaining any item(s) submitted yet not approved or determined by the applicant to be not applicable.

REQUIRED PERMITS/DOCUMENTATION FROM OTHER AGENCIES:

1. Zoning Board Approval.

Submitted **Approved** **N/A**

2. Approved DPW alteration permit (i.e. “curb cut” permit), if work is proposed within Town right of way

3. Approval from Westerly Engineering Department of new 911 addresses for new lots/units, in accordance with Chapter 94 of the Zoning Code

4. Approval from Westerly Engineering Department of new street names, in accordance with Chapter 94 of the Zoning Code

5. Agreement from the Utilities Department that they are prepared to provide any public water and/or sewer proposed.

6. Approval of the stormwater drainage plan from the Town Engineer.

7. Approved RIDOT Physical Alteration Permit (PAP), if work is proposed within State right of way

8. Approved RIDEM RIPDES Permit and approved plan set, if stormwater permit required

9. Approved RIDEM OWTS Permit and approved plan set, if OWTS proposed

10. Approved RIDEM Freshwater Wetlands Permit and approved plan set, if project has potential to affect freshwater wetlands

11. Approved RICRMC Preliminary Determination, if project has potential to affect coastal wetlands or coastal features

12. Approved RIDOH Hydraulic Mapping, if project involves blasting

13. Approved RIDOH Comments – Pre-Blast Survey results, if project involves blasting

14. Other (please specify: _____)

PROJECT PLAN SET:

Project Plan Set must be prepared by a Professional Engineer or Professional Land Surveyor, as required by Rhode Island General Laws, with a Class 1 survey, at a scale of one inch equals 40 feet, unless other scale is approved by the Administrative Officer. Project Plan Set shall include the following:

- 1. All plan view sheets shall include the title “Preliminary Plan Submission” and contain all information identified on the Pre-Application Requirements Checklist and Master Plan Requirements Checklist, with any needed updates/additions.
- 2. Existing conditions sheet (separate from proposed conditions), shall include all information identified on the Pre-Application Requirements Checklist and Master Plan Review, with any needed updates/revisions.
- 3. Proposed conditions sheet (may be multiple sheets if deemed necessary), including all information from existing conditions sheet (using symbology to easily distinguish between existing and proposed), shall include all information identified on the Pre-Application Requirements Checklist and Master Plan Requirements Checklist, with any needed updates/revisions. The following additional information shall be provided:
 - a. Proposed topography at two-foot intervals, including **detailed site grading**, use of surficial geological structures, ledge outcrops, manmade and natural depressions.
 - b. **Exact** location, dimension, and area of any land for stormwater drainage purposes.
 - c. **Detailed** soil erosion and sediment controls appropriate for construction, including proposed stockpile locations.
 - d. **Detailed** phasing of construction, including timing of such phasing, and any site restoration work.
- 4. Detail/cross-section sheets relevant for project review, such as stormwater management features, OWTS, structure heights (fences, walls, buildings), roadways, sediment and erosion controls, excavation depths, etc.
- 5. Landscape plan prepared by a registered landscape architect showing the relations of structures to topography, existing and proposed planting, and grading, with any needed updates/revisions.

SUPPORTING MATERIALS:

- 1. Any updated or required outstanding information identified during Master Plan Review, including conditions and revisions as required by local, state, and/or federal reviewing agencies.
- 2. Shapefiles or CAD files of delineated wetlands, watercourses, and/or CRMC-designated coastal features on or within 200 feet of the site, if available.
- 3. Materials provided as part of the Master Plan submission requested to be updated and/or resubmitted by either the Planning Board, Administrative Officer, or at the election of the applicant.
- 4. Stormwater management report and operation and management plan, as needed, including drainage calculations prepared by a Professional Engineer, and letter from the Town Engineer indicating approval of the stormwater drainage plan (as noted above).
- 5. Soil erosion and sediment control plan, as needed, per requirements detailed in Westerly Code §A260-30. Plan should include site winterization plans in case project carries over multiple construction seasons.
- 6. A traffic 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.
- 7. If new service by public water and/or sewer is proposed, 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, and an agreement with the Utilities Department that they are prepared to provide the services should be provided (as noted above).
- 8. Complete draft of all legal documents (i.e. proposed easements and rights-of-way, dedications, restrictions or other) and deeds describing any area to be conveyed and the resulting proposed lots. Deeds shall include revised metes and bounds description and reference to the approved subdivision plan. All legal documents shall be made along with the preliminary submission, subject to review and approval by the Town Solicitor.

PRELIMINARY PLAN REQUIREMENTS CHECKLIST – MAJOR & MINOR SUBDIVISION

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- 9. For Major Subdivisions & Minor Subdivisions with Street Creation/Extension, proof of public notice is required:
 - c. One (1) copy of a 200-foot radius map depicting Assessor's Map/Lot of the project area, and name/address of property owners of record within 200 feet of development parcel.
 - d. Required after submission but prior to public hearing: One (1) copy of a completed Affidavit of Notice for advertised and mailed notice of Public Information Meeting.

Please see Westerly Code §A261-28 for posting requirements.

FINAL PLAN REQUIREMENTS CHECKLIST – MAJOR & MINOR SUBDIVISION

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All **Final Plan Review** applications shall contain the following information, in addition to items identified on the Planning Application Form. Check all that apply, and provide a written statement explaining any item(s) determined by the applicant to be not applicable:

REQUIRED PERMITS/DOCUMENTATION FROM OTHER AGENCIES (if N/A explain in written description):

Provided **N/A**

- | | | | |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Bonds Posted (please specify: _____) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Recordings of easements, rights-of-way, dedications, or restrictions required |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Other (please specify: _____) |
-

SUPPORTING MATERIALS (if N/A explain in written description):

- 1. Any updated or required outstanding information identified during Preliminary Plan Review, including conditions and revisions as required by local, state, and/or federal reviewing agencies.
- 2. A "Record Plan." Paper sheet size of 24" × 36" at a scale not to be smaller than 1" = 100'. More than one sheet may be needed to clearly show all of the information required. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.). Record Plan(s) shall also be submitted electronically via email or on CD in AutoCAD .dwg or GIS shapefile format and as a PDF.
- 3. One copy of all signed legal documents (i.e. proposed easements and rights-of-way, dedications, restrictions or other) and deeds describing the area to be conveyed and the resulting proposed lots. Deeds shall include revised metes and bounds description and reference to the approved subdivision plan. One original signed copy of an irrevocable offer to convey to the town all public streets and/or other public improvements, accompanied by a metes and bounds description of said areas and/or deed transferring land proposed for dedication to the town for public use or other qualified group or agency for open space purposes. Legal documents shall be accompanied by a letter of approval from the Town Solicitor.
- 4. Arrangements for completion of the required public improvements, including construction schedule and/or financial guarantees.

FINAL PLAN REQUIREMENTS CHECKLIST – MAJOR & MINOR SUBDIVISION

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- 5. Certificate from the Tax Collector showing that all taxes due on the parcel(s) being subdivided have been paid for a period of five years prior to filing the final plat and that there are no outstanding municipal liens on the parcel(s).

INSPECTIONS/VERIFICATIONS OF CONSTRUCTION:

Upon completion of Final Plan Review, further inspections/verifications of Construction will be required. Upon completion of construction, **As-Built Drawings must be submitted to the Office of Planning for verification that construction was completed in compliance with the Final Plans.**