



Town of Gloucester, RI
Final Plan Review Checklist
Major Subdivision/Land Development Project/Development Plan Review

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 - \$100 + \$20 per lot
- Final plan as indicated in Section A, B and C below (minimum size 24" x 36") – 2 copies if review delegated to Technical Review Committee, 10 copies if review is before Planning Board
- Supporting Materials as indicated in Section D below (maps - minimum size 24" x 36") - 2 copies if review delegated to Technical Review Committee, 10 copies if review is before Planning Board

Section A. Map Information

Each map included in the master plan review for any major subdivision/major land development project shall contain the following information:

- Title block containing the title of development and Assessor's Plat and Lot(s)
- 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 development parcel(s)
- Area of development parcel(s)
- Legend showing all symbols
- Zoning district(s) of the development parcel(s). 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
- 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 development parcel and any new lot lines 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 hiking, biking or bridle trails that have been in public use, including width and materials
- Location and size of all existing buildings, structures, utilities and other improvements within the subdivision parcel(s), including septic systems and wells and existing drainage and drainage structures, such as culverts and pipes, etc.
- 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
- Location of recreational resources including boat launches, lake access points, beaches, existing play fields or playgrounds on or adjacent to the site
- 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
- Record numbers for all new lots
- Location of affordable housing, if applicable
- Location, dimension, total area, and proposed use of open space, if any
 - Show proposed use of proposed open space including recreational amenities and/or trails and any potential links to other trails, schools, recreation areas, etc., agricultural uses
 - Open space use and management plan including management alternatives, potential funding sources, conservation easements or other restrictions
- Proposed streets, if any, with approximate areas and dimensions
- Proposed location, size and type of utilities proposed to service the property, including wastewater, water, electric, stormwater drainage 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)
- Location of safety equipment and infrastructure requirements including cisterns, fire lanes, emergency access, etc.
- 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
- Phasing Plan, if applicable
 - Include timing of key infrastructure including access, cisterns, etc.
 - As-Builts for previous phase, if applicable
- Any revisions to the proposed conditions required by the Master Plan or Preliminary Plan approval
- Notation of any special conditions as required by the Master Plan or Preliminary Plan approval
- Notation of any special conditions as required by the Zoning Board of Review, if applicable
- Certification by a registered professional engineer that the plan is correct

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)
- Written confirmation from RIDEM pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed development, including any required off-site construction, have been reviewed and indicating that the wetlands regulations either do not apply to the proposed site alteration or that approval has been granted for the proposed site alteration. 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)

- Subdivision site suitability certification from RIDEM or on-site wastewater treatment approval from RIDEM
- A physical alteration permit issued by the RI Department of Transportation for any necessary connection to or construction work within a state highway or right of way
- Payment of all outstanding fees related to Final Plan review
- Narrative report or written statement (only include if there have been any changes since the Preliminary Plan approval. If there have been no changes, include a statement indicating such)
 - General description of the use(s) and type(s) of development proposed
 - General statement that illustrates the approach utilized in designing the proposed 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 obtained special use permits and/or variances from the Zoning Ordinance as shown on proposed plan
 - List of necessary/obtained waivers or modifications from the Subdivision Regulations as shown on the proposed plan
 - A statement which addresses how the proposed plan and application will allow positive findings to be made by the Planning Board for the required findings Section 300-8 of the Gloucester Subdivision Regulations.
 - Timeline for proposed phasing, if applicable.
 - Itemized list of conditions from prior review from the Planning Board, Zoning Board or other applicable Board or Commission and how the applicant has addressed these conditions
- 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
- Drainage calculation, associated explanatory narrative and all supporting documentation, including an Operations and Maintenance manual for the roadway system (only include if there have been any changes since the Preliminary Plan approval. If there have been no changes, include a statement indicating such)
- Erosion and Sediment Control Plan
- Full right of way/ vehicular access profile including roadway design, existing and proposed elevations, limits of disturbance and locations of proposed utility infrastructure, sidewalks, landscaping, bike paths, etc.
- Evidence from the Tax Collector that all Town taxes due on the land have been paid to date and that there are no outstanding liens on the land

- Final executed easements, dedications, deeds, restrictions and/or covenants, including Homeowner's Associate documents, to be recorded with the plans
- Written statement from Public Works Director and/or Fire Chief certifying that all public improvements and/or required off-site improvements are complete
- A financial guarantee in the form of a letter of credit or funds held in escrow, if required
- Statement outlining if applicant plans to seek building permits for any lot within the development prior to the acceptance of the roadway by the Town Council
- Affordable Housing Proposal
 - Payment of the fee in lieu of affordable housing
 - Total proposed fee in lieu of affordable housing payment
 - Proposed payment schedule, if applicable
 - Construct market rate housing and provide Town with buildable lot(s) equivalent to affordable set aside
 - Assessor's plat and lot of buildable lots proposed for dedication to the Town
 - All required permits ensuring lots are buildable
 - Draft deeds of transfer for the lots
 - Construct market rate housing and affordable housing
 - Proposed subsidy (density bonus, fee waivers, etc.)
 - Length of affordability
 - Draft agreement with Housing Monitor for affordable units
 - Proposed construction schedule for affordable units

Section D - 1. Multi-family, Commercial and Industrial 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 structures including proposed uses, square footage and dimensions
- Location and description of any proposed lighting
- Proposed name of newly created private way
- Homeowners association documents approved by the Town Solicitor

Section D – 2. Solar Energy Systems Only

- Location of solar energy system showing setbacks from property line and nearest residential structure
- Notation of land suitable for development and the solar land coverage
- Notation of the existing forested area and proposed for clearing for the development
 - Any clearing of more than 40,000 square feet of forested area shall assess the impacts of forest loss and how the impacts can be mitigated, addressing at a minimum, water quality, habitat, carbon sequestration and storage, adjacent properties, etc.
- Location and description of proposed screening and buffer
- Description of potential noise impacts
- Location and description of any new distribution lines
- Location and description of any new transmission line access or upgrades, including route starting and end points, potential impacts to street trees, and right of way width
- Location and description of any new or proposed upgrades to electrical substations including but not limited to location, screening, setbacks and noise impacts

- Location and description of proposed security fencing
- Location and description of proposed signage
- Location and description of emergency access
- Location and description of proposed lighting
- Operation and Maintenance plan addressing at a minimum site access maintenance, vegetation management, equipment and fence maintenance, etc. (only include if there have been any changes since the Preliminary Plan approval. If there have been no changes, include a statement indicating such)
- Decommissioning Guarantee

Section D - 3. Conservation Development or any development proposing open space dedication only

- Deed dedicating the property or development rights of the required open space in perpetuity to a land conservation organization or HOA preventing further subdivision 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
- Open space management plan specifying the permitted uses, maintenance plan, etc.

Section D - 4. Unified Development Plan Review

- Modification, variance or special use permit decision

Section E. Recording (all signed final plans will remain in the custody of the Town prior to recording)

- Minimum of one (1) mylar map and two (2) paper copies of all plan sheets at a minimum size of 24" x 36"
- Evidence from the Tax Collector that all Town taxes due on the land have been paid to date and that there are no outstanding liens on the land
- Final executed easements, dedications, deeds, restrictions and/or covenants, including Homeowner's Associate documents, to be recorded with the plans
- Written statement from Public Works Director and/or Fire Chief certifying that all public improvements and/or required off-site improvements are complete
- A financial guarantee in the form of a letter of credit or funds held in escrow, if required