



**Town of Gloucester, RI  
Final Review Checklist  
Minor Subdivision/Land Development Project**

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**To initiate the application, the applicant shall submit the following to the Administrative Officer:**

- ☐ Completed Project Review Application – 1 copy
- ☐ Completed Owner Authorization Form (one for each owner) – 1 copy of each form
- ☐ Completed Project Team Form – 1 copy
- ☐ Applicable review fee -1-3 lots with no public improvements - \$50 + \$20 per lot; all other minor subdivisions - \$100 + \$20 per lot
- ☐ Final plan as indicated in Section A, B and C below (minimum size 24" x 36") – 2 copies
- ☐ Supporting Materials as indicated in Section D below (maps - minimum size 24" x 36") – 2 copies

**Section A. Map Information**

Each map included in the preliminary review for any minor subdivision/minor land development project shall contain the following information:

- ☐ Title Block containing the title of subdivision and Assessor's Plat and Lot
- ☐ 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, phone number and wet stamp of surveyor who prepared the plan
- ☐ Date of plan preparation, with revision dates, if any
- ☐ Graphic scale
- ☐ North Arrow
- ☐ Assessor's Plat and lot number(s) of the parcels being developed
- ☐ Area of development parcel(s)
- ☐ Legend showing all symbols
- ☐ Zoning district(s) of the parcels being developed. 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 and angles indicated
- ☐ Location, width and names of existing public and private streets within and immediately adjacent to the development parcel
- ☐ 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
- ☐ Approximate 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 land being developed 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
- ☐ Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including a permit number if applicable

### **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 trails that have been in public use
- ☐ Location and size of all existing buildings, structures, utilities and other improvements within the development parcel(s), including septic systems and wells
- ☐ 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
- ☐ 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 on- and/or off-street improvements, including streets, access drives, parking areas, sidewalks, etc.
- ☐ 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. Lot areas shall indicate total lot area and lot area exclusive of land unsuitable for development
- ☐ Assign record numbers to all new lots
- ☐ Location, dimension, total area, and proposed use of open space, if any
- ☐ Full right of way profile including roadway/driveway design, existing and proposed elevations and locations of proposed utility infrastructure, sidewalks, landscaping, bike paths, etc.
- ☐ Proposed location, size and type of utilities proposed to service the property, including wastewater, water, electric, stormwater drainage, fire suppression and communications or telecommunications infrastructure as may be required for site development
- ☐ Location and design details of any on-site wastewater treatment systems proposed for use within the development
- ☐ 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
- ☐ Soil erosion and sediment control plans
- ☐ Location of proposed survey monuments (granite bounds preferred for roadways)
- ☐ 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 subdivision improvements)
- ☐ Location and dimensions of signage, if proposed
- ☐ Any revisions to the proposed conditions required by the Preliminary Plan approval
- ☐ Notation of any special conditions as required by the 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)
- ☐ Evidence from the Tax Collector that all Town taxes due on the land have been paid to date and that there are no outstanding tax liens on the land

- ☐ A physical alteration permit issued by the RI Department of Transportation for any connection to or construction work within a state highway or right of way
- ☐ Payment of all outstanding fees related to Preliminary Plan review

#### **Section D - 1. Developments with public or private street/access creation or extension only**

- ☐ Limits of disturbance relative to road and/or infrastructure installation
- ☐ Grading plan to show proposed contours at ten foot intervals for all grading proposed for roadway construction. If blasting is proposed, it must be stated on the plans
- ☐ Landscaping plan to show landscaping on street rights-of-way
- ☐ All utility and site improvement related details, including those related to the installation of streets, sidewalks, drainage systems, fire suppression and utility infrastructure within the road right of way
- ☐ Stormwater management plan to show accurate designs and details of proposed stormwater management infrastructure, including type, location and configuration, and accompanying calculations 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
- ☐ Certification from the Director of Public Works that the applicant has completed the required improvements or security sufficient to cover the cost of the required improvements as set by the Planning Board
- ☐ Name of newly created street and notation if roadway is public or private.
  - If the street is private, Homeowner's Association documents approved by the Town Solicitor are required

#### **Section D - 3. Multi-family 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 name of newly created private way
- ☐ Homeowners association documents approved by the Town Solicitor

#### **Section D - 4. Rural Residential Compounds only**

- ☐ Indicate year lot was created
- ☐ Deed dedicating the development rights in excess of the minimum underlying zoning of each lot in perpetuity to a land conservation organization, preventing further subdivision
- ☐ Scale and area of vegetative screening separating common private way and rural residential compound lots from adjacent residentially zoned property and roadway
- ☐ Name of newly created private way
- ☐ Certification from the Director of Public Works that the applicant has completed the required improvements or security sufficient to cover the cost of the required improvements as set by the Planning Board
- ☐ Homeowner's Association documents approved by the Town Solicitor

#### **Section D - 5. Conservation Development only**

- ☐ Deed dedicating the property or development rights of the required open space in perpetuity to a land conservation organization or HOA preventing further development 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.
- ☐ Homeowner's Association documents approved by the Town Solicitor

#### **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)**

- ☐ 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
- ☐ Minimum of one (1) mylar map and two (2) paper copies of all plan sheets at a minimum size of 24" x 36"
- ☐ Final executed easements, dedications, deeds, restrictions and/or covenants, including Homeowner's Associate documents, to be recorded with the plans
- ☐ A financial guarantee in the form of a letter of credit or funds held in escrow, if required