



Incorporated 1910

# Minor Subdivision Checklist

Name of proposed subdivision/development: \_\_\_\_\_

Preparer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Plat and Lot Number(s) of the land being subdivided/developed: \_\_\_\_\_

<hr/> Date Received / Initials
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## **INSTRUCTIONS**

**Digital copies of all submissions are required.** Email initial submission for review to [planning@cranstonri.org](mailto:planning@cranstonri.org) prior to printing documents.

All plans required by this checklist shall show the following information (as applicable). The shaded boxes in the checklist indicate an item is **not** required at a particular stage. If any checklist items are marked as not applicable (NA) please provide a brief explanation as to why the item is not applicable in the space provided at the end of each section of the checklist.

For items required at the pre-application stage of review, conceptual design and approximate locations of required checklist items is generally acceptable. For items required at the preliminary and final stage of review, engineered design and proposed final locations of required checklist items shall be provided, with certification by registered Professional Engineer or Land Surveyor where required. The City Planning Department can provide further guidance on specific checklist items. See Section V of the Subdivision Regulations for more details.

*Review Codes are for administrative use: **Item Confirmed – Yes (Y), No (N), Partial (P), or Not Applicable (NA)***

**Please check the applicable stage of review for the submission:**

Stage of Review:	<input type="checkbox"/> Pre-Application with Staff (PA) <input type="checkbox"/> Preliminary Plan (PR) <input type="checkbox"/> Final Plan (F)
Check if requesting zoning relief for this stage of review:	<input type="checkbox"/> Unified Development Review

**A. FORMS AND DOCUMENTS**

A	PA	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.				1 digital copy of all plans and application materials	
2.				2 paper copies of the plan set (24"x 36")	
3.				Minor Subdivision Application	
4.				Relevant Filing Fee (See Table G.)	
5.				Radius Package from Tax Assessor's Office (map and mailing list for notices)	
6.				All relevant supporting materials as determined during Pre-Application Conference	
7.				All relevant supporting materials as conditioned by Preliminary Plan Approval	
Checklist Item #		Applicant Comments on Required Forms/Documents:			
Checklist Item #		Reviewer Comments on Required Forms/Documents:			

**B. GENERAL INFORMATION (\*to be provided on plan sheets)**

B	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
1.				*Name of the proposed subdivision project	
2.				*Plat and lot number(s) of land being subdivided/developed	
3.				*Addresses, plat and lot number(s) of abutting properties and property owners	
4.				*Address/Location of Subdivision	
5.				Name and address of the applicant(s)	
6.				Name and address of property owner(s)	
7.				*Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans	
8.				*Date of plan preparation and all revision date(s), if any	
9.				*True north arrow and graphic scale	
10.				*Site plan legend (all items displayed on site plans shall be symbolized in a legend)	
11.				*Relevant references to deeds and recorded plans	
12.				*List of sheets contained within the plan set	
13.				*Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable	
14.				Names and addresses of adjoining communities or agencies requiring notification under these regulations	

**C. EXISTING CONDITIONS PLAN(S)**

C	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
1.				A general location map showing the relationship of the parcel to the area within a half-mile radius, provide an aerial or satellite image depicting the subject parcel	

C	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
2.				Certification by a RI Registered Land Surveyor that a perimeter study 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	
3.				District Dimensional Regulations of the subject parcel	
4.				Zoning district(s) of the subject parcel(s), with zoning boundary lines shown if there is more than one district	
5.				Notes referencing any relevant previous zoning relief including conditions of approval	
6.				Boundaries and total area of any land classified as "unsuitable for development"	
7.				Dimensions & area of subject parcel, and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subject parcel	
8.				Existing contours at intervals at intervals of ten (10) feet	
9.				Existing contours at intervals at a minimum of two (2) feet	
10.				FEMA Flood Map and Base flood elevation; use the North American Vertical Datum of 1988 (NAVD 88)	
11.				Boundaries and notation of soil classifications for the entire project area	
12.				Location of soil contaminants present on the subject parcel	
13.				Location of Phase III Remediation Plan area, if required by RIDEM	
14.				Location of wetlands, watercourses or coastal features within and adjacent to the parcel(s), including buffer areas as defined by RIDEM for wetlands OR notation that none are present	
15.				Notation of existing ground cover with approximate location of wooded areas and areas of active agricultural use. Identify prime agricultural soils as determined by NRCS.	
16.				Location of known easements and rights-of-way within or adjacent to the subject parcel(s), including streets, driveways, farm roads, and/or trails that have been in public use	
17.				Location, width, classification, and names of existing public, private, and paper streets within and adjacent to the subject parcel(s)	
18.				Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls, on the subject parcel(s)	
19.				Location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the subject parcel(s)	
20.				Location, size, and type of all known, existing above and below ground utilities, including sewer, OWTS, wells, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be present on the site or within the right of way along the property frontage	
21.				Location of any unique and/or historic features within or adjacent to the subject parcel(s), including stone walls, historic cemeteries and access, or, if none, a notation indicating such	
22.				Accurate location of any unique natural features present on the site, including but not limited to significant specimen trees, or if none, a notation indicating such	
23.				Determination if the proposed development or subdivision lies within any area designated by the town or state for purposes of environmental, natural or cultural resource protection, such as: <ul style="list-style-type: none"> <li>a. Natural Heritage Areas, as defined by RIDEM</li> <li>b. 200' Coastal Buffer / Special Area Management Plan (SAMP) of RI CRMC</li> <li>c. A Groundwater Protection Overlay District</li> <li>d. Wellhead Protection Area</li> <li>e. Groundwater Recharge Area</li> </ul>	

C	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
				f. Areas within a TMDL watershed, as identified by RIDEM g. An OWTS Critical Resource Area, as defined by RIDEM h. A Drinking Water Supply Watershed, as defined by RIDEM i. National Register of Historic Places j. Cranston Historic District	
Checklist Item #		Applicant Comments on Required Items:			
Checklist Item #		Reviewer Comments on Required Items:			

**D. PROPOSED CONDITIONS PLAN(S)**

D	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
1.				Location, size, and use/type of proposed buildings and structures, including proposed number of residential units per building, if applicable, and include all accessory structures, building setbacks, and total lot coverage	
2.				Proposed buildings and other site improvements for a commercial or industrial development, include building setback lines and lot coverage	
3.				Proposed lots with dimensions and areas indicated, include all interior lot lines, building setback lines and street lines with dimensions indicated and drawn so as to distinguish them from existing lot line	
4.				For lots with multiple frontages, identification of primary frontage	
5.				Proposed zoning relief -Unified Development Review	
6.				Proposed waivers	
7.				Notation of zoning relief and waivers received under UDR	
8.				Boundaries and total area of any land classified as “unsuitable for development” (see definition in Subdivision Regulations)	
9.				Concept measures to minimize impacts to the natural topography of the site using the Low Impact Development (LID) Site Planning & Design Guidance Manual	
10.				Any proposed on- and /or off-site improvements including streets, access drives, loading areas, parking areas, sidewalks, and bicycle paths, include profiles and typical cross-sections	
11.				Utilities Plan: Proposed location, size, and type of all above ground and underground utilities servicing the property, including wastewater, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be required for site development	
12.				If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM	
13.				Location and dimensions of proposed easements and rights-of-way within the development parcel(s), or those to be acquired adjacent to the development parcel(s) as maybe necessary	
14.				Location, dimension, monumentation, and proposed use of any area(s) proposed to be set aside as open space, if any	
15.				Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable	

D	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
16.				Limits of disturbance/work relative to on-and off-site improvements and infrastructure installation	
17.				Grading plan(s) to show contours at sufficient detail (2-foot intervals) for all on and off-site street construction, drainage facilities, and individual house lots, certified by a RI registered Professional Engineer for final plans	
18.				Stormwater management plan(s), to show accurate designs and details of proposed stormwater management infrastructure, including type, location, drainage calculations, extension of existing lines, and configuration, prepared by a RI-Registered Professional Engineer	
19.				Landscape plan(s), maintenance plan and tree preservation plan, to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations, signed by a RI licensed Landscape Architect for final plans	
20.				Certification by a RI Registered Professional Engineer that the Proposed Conditions Plan is correct	
21.				Any revisions to the proposed conditions required by the Preliminary Plan approval	
22.				Notation of any special conditions/documents received as required by the Preliminary Plan approval	
Checklist Item #				Applicant Comments on Required Items:	
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**E. PROJECTS WITH STREET CREATION/EXTENSIONS**

E	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
<b>Required Elements in the Plans</b>					
1.				Roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure, and proposed street names	
2.				Roadway design plan(s) and profile(s), including existing and proposed elevations and typical cross-sections and paved (impervious) areas delineated on the appropriate plans, including all pedestrian facilities	
3.				Notation whether the street extension or creation is to be private or public	
<b>Required Supporting Materials</b>					
1.				City Engineer memo of approval and performance guarantee amount	
2.				Draft Roadway deed	
3.				Draft public improvement guarantee	
Checklist Item #				Applicant Comments on Required Items:	

**SUPPORTING MATERIALS (determined during Pre-Application Conference with staff)**

F	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
1.				Renderings, elevations or photographs to illustrate the visual impact of the proposal for subdivision/development (on request)	
2.				Copies of an aerial photograph or satellite image vicinity map drawn to a measurable scale as necessary to show the relationship of the subject parcel(s) to the area within a half-mile radius, identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations, and other significant public facilities (on request)	
3.				Copies of a narrative report or written statement including: <ul style="list-style-type: none"> <li>a. A general description of the existing physical environment and existing use(s) of the property;</li> <li>b. A general description of the location, use(s), type(s), and density of subdivision/development proposed;</li> <li>c. A general statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed subdivision/development, including consideration of existing conditions and significant site features;</li> <li>d. Proposed waiver(s) from Subdivision Regulations</li> <li>e. Proposed zoning relief</li> <li>f. A general analysis of soil types and suitability for the subdivision/development proposed;</li> <li>g. A description of proposed phasing, if any.</li> </ul>	
4.				Copy of the Deed/Title to the subject parcel, if requested	
5.				Copies of any RIDEM stormwater or other general construction permits that are required, or an affidavit, signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required	
6.				Copies of drainage calculations, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system (submission for Final Plan stage only upon significant changes to calculations or documents)	
7.				Soil Erosion Sediment Control Plan (submission for Final Plan stage only upon significant changes to plan)	
8.				Environmental Site Assessments, if any (on request)	
9.				RIDEM Approved Environmental Site Assessment Phase III (Remediation Plan) if required	
10.				<u>If requesting zoning relief under UDR:</u> Narrative report describing requested zoning relief citing relevant sections of the Zoning Ordinance AND provide evidence towards each of the required findings in RIGL §45-24-41.(d) & (e).	
11.				Copies of all legal documents; legal description of property, proposed easement and rights-of-way, dedications, restrictions or other required legal documents including but not limited to covenants or Homeowners Association, Stormwater Management Plan, Landscaping Maintenance Plan, a deed conveying open space or offer of street dedication	
12.				Draft copies of the metes and bounds description(s) and warranty deed(s) for all proposed public roadways and/or lands proposed to be dedicated to the City for open space purposes, if any, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval	
13.				Municipal Lien Certificate (MLCs) from the Tax Collector dated within 6 months showing taxes are paid and no outstanding municipal liens on the parcel.	

F	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
14.				Approval letter from RI Coastal Resources Management Council if subject lot(s) is within 200' of a <u>coastal shoreline</u>	
15.				For lots containing or impacting <u>freshwater wetlands</u> or <u>tidal waters and their tributaries</u> , copies of either: a. A RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or b. A letter of non-jurisdiction from RIDEM	
16.				If <u>proposing service by public water</u> , copy of a water availability letter	
17.				If <u>proposing service by public water</u> , copies of a written statement from the applicable water service provider that the proposed plan, with plan revision date indicated, has been reviewed and which provides: a. Approval of connection to the existing water main as depicted on the plan; and, b. If extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan	
18.				If proposing service by public sewer, copy of sewer service availability letter from the Department of Public Works	
19.				If <u>proposing service by public sewer</u> , copies of a written statement from the Department of Public Works and applicable sewer operator that the proposed plan, with plan revision date indicated, has been reviewed and which provides: a. Approval of connection to the existing sewer main as depicted on the plan; b. If a <u>sewer main extension</u> is proposed, approval of extension by the Department of Public Works as depicted on the plan.	
20.				If <u>proposing septic and on-site wastewater treatment systems</u> , copies of a RIDEM OWTS permit must be provided.	
21.				If proposing new physical access or alteration to access to a State right-of-way a letter evidencing the issuance of a RIDOT – Physical Alteration Permit	
22.				Written confirmation and/or permits from any additional required federal, state or local agencies as needed	
23.				Traffic study performed by a RI Licensed Engineer (if requested)	
24.				Location, type, intensity and direction of illumination of outdoor lighting fixtures	
25.				Signage including location, size, design and illumination.	
26.				Building elevations showing exterior building design, materials, colors & height (Optional)	
Checklist Item #			Applicant Comments on Required Items:		
Checklist Item #			Reviewer Comments on Required Items:		

**G. FEES**

G	PA	PR	F		Received?
1.				Pre-Application Conference with Staff: <i>No fees</i>	
2.				Preliminary Plan Review Fee: \$300 + 35 per unit*	
3.				Review Fee for Street Creation/Extension: \$200	
4.				Final Plan Fee: \$200 + 35 per unit*	

5.				<i>For public hearings:</i> Radius Package (collected at the City Assessor’s Office, 1st floor City Hall, 869 Park Ave. Cranston RI 02910): \$75.00	
6.				UDR Filing Fee if zoning relief is needed (applied to appropriate stage of approval) <u>Residential units</u> 1-or 2 family (incl. additions/alternations & ADUs): \$150/unit Multi-family (incl. additions/alterations): \$450 + \$50/unit <u>Commercial and industrial buildings</u> up to 5,000 SF. (incl. additions/alterations): \$550 5,000–10,000 SF. (incl. additions/alterations): \$800 over 10,000 SF. (incl. additions/alterations): \$1,050	
7.				<i>For public hearings:</i> Beacon Communications advertising fee (determined after advertising, paid directly to BC)	
8.				<u>Capital Facilities Development Impact Fee:</u> Eastern Cranston: \$593.46 / dwelling unit Western Cranston: \$1,389.50 / dwelling unit	
9.				Final Decision Recording Fee (\$49 for each decision + \$1 per additional page) – submitted <u>AFTER</u> Final Plan approval	
10				Final Plan Recording Fee (\$49 for plat map + \$1 per additional page) – submitted <u>AFTER</u> Final Plan approval	
11.				Sewer Connection Fee ( <i>Municode 13.08, Art. III, Sec.13.08.100, E</i> )	
12.				Water Impact Fee ( <i>Municode 15.04.020, Sec. 1408.0 B.</i> )	

\*For residential developments the unit fee is per residential unit. For commercial/industrial developments, and non-residential elements of Mixed Used Planned Districts, unit fees are assessed per developed acre or per 1,000 square feet of gross floor area, whichever is greater.

**H. Materials to be submitted after Approval of Final Plan**

H	ELEMENT REQUIRED	REVIEW CODE
1.	2 paper copies (24"x36") of the record plan (applicant may supply additional copies for applicant’s use)	
2.	3 paper copies (24"x36") of the Final Plan set	
3.	1 mylar (24"x36") of the record plan for recording	
4.	Final Decision and Plan Recording Fees (see Table G)*	
5.	<i>For street creation/extension:</i> submission of improvement guarantee and 2% inspection fee	
6.	AutoCAD .DWG files compatible with ArcGIS Pro and located in the RI state plane coordinate system that, at a minimum, include parcel lines, zoning lines and dimension annotation ( <i>Land Developments where no lot lines are created, moved, or removed are exempt</i> )	

\* The Final Decision is valid up to 1 year after recording. Vesting becomes permanent once the Record Plan is recorded.

Signature of Applicant or Applicant Representative: \_\_\_\_\_

Signature of reviewer: \_\_\_\_\_

Date of Review: \_\_\_\_\_