



Incorporated 1910

Minor Subdivision Preliminary Plan Application

Please complete all areas of this application in black or blue ink. Submit the completed application to the Cranston Planning Department *together* with all required and supporting documents and materials. Illegible or incomplete applications will not be reviewed.

Project Info

Project Info

Project Name: _____

Assessor's Plat(s): _____ Assessor's Lot(s): _____

Project Address: _____

Contact Information

Applicant

Name: _____

Address: _____

Phone: _____ Email: _____

Property Owner (All owners of record must be included for all lots involved)

Name: _____

Address: _____

Phone: _____ Email: _____

(If there are more owners please check here submit an addendum with this application form)

Attorney

Name: _____

Address: _____

Phone: _____ Email: _____

Contact Information

Engineer

Name: _____

Address: _____

Phone: _____ Email: _____

Land Surveyor

Name: _____

Address: _____

Phone: _____ Email: _____

Certification

Owner/Applicant Signature

I/we hereby certify that I/we own the subject property and seek Minor Subdivision and/or Minor Land Development Preliminary Plan approval as drafted in the accompanying plans for review by the City Plan Commission.

Applicant Name & Title (please print)

Applicant Signature

Date: _____

Owner Name (if different than above) (please print)

Owner Signature

Date: _____

Owner Name (please print)

Owner Signature

Date: _____

(If there are more owners please submit an addendum with this application form)

MINOR SUBDIVISION
PRELIMINARY PLAN CHECKLIST

NAME OF PLAT: _____

FORM COMPLETED BY: _____ DATE: _____

Please verify applicability of items during the pre-application phase.

In addition to paper copies, ALL application documents must be submitted in digital/electronic format.

ITEM	YES	N/A	NO
<u>Required Application Documents:</u> (Submit 1 paper copy unless stipulated otherwise)			
(a) Is the application completed and signed by all owners? (original version)			
(b) Has the Filing Fee (\$300 + \$35 / Unit*) been submitted? (*refer to the Cranston Subdivision and Development Regulations p. 12 for how units are assessed and for other fee information)			
(c) Has a check made out to Beacon Communications for the advertising fees been submitted? (amount TBD at time of application)			
(d) Have Municipal Lien Certificates (MLCs) been filed for all applicable lots? (MLCs submitted within the last 6 months will satisfy this requirement)			
(e) Has a radius map and mailing list of property owners within 100' of site submitted? (for notification)			
(f) Has a narrative text addressing site suitability, identification of problem areas & solutions, soil qualities, drainage, land dedications (streets, detention basins, open space, etc.), deed restrictions, easements and covenants been submitted?			
(g) Has a site suitability/soils analysis been submitted? (3 copies)			
(h) Has a drainage report/analysis been submitted? (3 copies)			
(i) Has City Engineer memo of approval and performance guarantee amount been submitted? (this may be submitted separately prior to public hearing)			
(j) Have notification and copies of the subdivision been sent to public utilities, US Postal Service, and 911 system? (Provide a copy of letters/correspondence sent)			
(k) Have draft HOA documents been submitted? (3 copies)			
<u>Are the following permits/approvals attached?</u>			
(a) RIDOT – Physical Alteration Permit			
(b) CRMC Assent			
(c) RIDEM - OWTS			
(d) RIDEM - Wetlands			
(e) U.S. Army Corps of Engineers - Wetland			
(f) Conformance with Scituate Reservoir Watershed Management Plan			
(g) RIHPHC – for potential historic/archeological significant sites			
(h) Water Supply Board availability letter			
(i) Veolia Water approval for public sewer			

ITEM	YES	N/A	NO
<u>PRELIMINARY PLAN REQUIREMENTS</u>			
<u>Number of copies to be submitted:</u>			
(a) (9) plan sets at 24"x 36"			
(b) (2) plan sets at 11" x 17"			
<u>Items to be incorporated in the Preliminary Plan:</u>			
(a) Is the name of plat clearly indicated? (properly cited if replat of existing plat)			
(b) Is the plan identified as a Preliminary Plan?			
(c) Are the names of all applicable owners of record provided?			
(d) Are all revision dates provided?			
(e) Is the plan classified as a Class 1 boundary survey? (Class 4 will be accepted for lot mergers)			
(f) Is the name, stamp and signature of the surveyor provided?			
(g) Is the name, stamp and signature of the engineer provided?			
(h) Is a north arrow provided? (denote True North or Magnetic North)			
(i) Is a scale provided and is the plan accurate to the scale?			
(j) Is a vicinity map / locus map provided?			
(k) Is the zoning district(s) of the parcel(s) provided and are the general requirements of applicable zoning districts denoted? (setbacks, frontage, min. lot area, & max lot coverage)			
(l) Are the names of the abutting property owners & zoning districts shown?			
(m) Are notes provided referencing any previous zoning relief including conditions of approval?			
(n) Are notes provided referencing any relief to be required/requested from the Zoning Board of Review?			
(o) Are 2' topo lines provided and 10' topo lines provided in bold?			
(p) Is the plat boundary outlined in bold?			
(q) Are lot lines to be removed clearly labeled and shown as dashed lines?			
(r) Are primary control points shown? (at least one must be shown)			
(s) Are the locations of all permanent monuments shown? (at least 2 must be set or recovered for residential surveys less than 1 acre); (not less than 3 must be set or recovered for residential surveys more than 1 acre and all non-residential projects)			
(t) Are all lots numbered or lettered?			
(u) Is there a phasing plan which is clearly denoted?			
(v) Is the total area of the existing plat and all proposed lot areas and open space provided?			
(w) Is the total UPLAND area (land area excluding wetlands) of the existing plat and all proposed lot areas provided?			
(x) Are dimensions for all straight lines, angles, radii, arcs & angles of curves denoted?			
(y) Are all building setbacks labeled and drawn accurately? (dashed lines)			
(z) For lots with multiple fronts, is the primary frontage identified?			
(aa) Are all existing and proposed streets labeled and right-of-way dimensions provided?			

ITEM	YES	N/A	NO
(bb) Are the plan and profile of new roadways including location and size of existing and proposed water, storm drain and sewer lines on plat and adjacent properties shown?			
(cc) Is a street index with all applicable street names provided?			
(dd) Are all land area(s) to be dedicated for public use or granted for the use of residents identified?			
(ee) Are soil types and locations of percolation tests denoted?			
(ff) Are all existing improvements shown (buildings, paved areas, accessory structures, fences, retaining walls, etc.)?			
(gg) For structures encroaching into building setbacks, are dimensions to nearest lot lines provided?			
(hh) Other Existing Conditions: Location of natural & man-made features, including rock outcrop, wooded areas, structures, embankments or retaining walls, railroads, power lines, underground storage tanks, or any physical feature that may have an influence on the development of this plat?			
(ii) Have LOD and/or limits of tree removal been delineated?			
(jj) Are flood hazard zones, FIRM Map Panel Numbers, and base flood elevation provided?			
(kk) Are notes provided with the names of abutting record plats?			
(ll) Are existing and proposed easements, including width and purpose, identified and denoted as necessary?			
(mm) Has the proposed drainage pattern been identified?			
(nn) Are surface water detention facilities shown?			
(oo) Are the RIDEM verified wetland edges and buffers/setbacks shown?			
(pp) Is a note provided referencing the RIDEM wetland edge verification Letter and/or RIDEM Alteration Permit?			
(qq) Has the Natural Heritage Survey been checked for rare and endangered plants and animals and has a note been provided declaring such?			
(rr) Are locations of any environmental hazards identified or a note provided that none are present? (a certificate from an environmental engineer may be required)			
(ss) Where hazards exist, are appropriate federal, state and local agency approvals submitted and are notes provided referring to said approvals?			
(tt) Are all cemetery boundaries and associated buffers identified?			
(uu) Is a legend for all abbreviations and symbols provided?			
(vv) Has a truck circulation plan with loading areas been provided?			
(ww) Has a Landscape/Buffer plan been provided?			
(xx) Is the name, stamp and signature of the landscape architect provided?			
(yy) For Planned Districts - Has appropriate additional information submitted or shown?			

Please be aware that there may be a stenographer fee to be assessed for the public hearing.

Staff encourages plans be submitted via email for a preliminary review prior to printing full plan sets for submittal. This is not required, but offered as a courtesy to potentially reduce printing costs should revisions be required.