



Incorporated 1910

Major Subdivision & Land Development Checklist

Name of proposed subdivision/development: _____

Preparer: _____

Phone Number: _____

Email: _____

Date of Application: _____

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

INSTRUCTIONS

The shaded boxes within the checklist indicate an item is **not** required at a particular stage of review. If any checklist items are marked as “not applicable (NA)” please note why in the space provided at the end of each section if needed.

Items listed at the pre-application stage of review are recommendations. Required checklist items for pre-application shall be determined by the Administrative Officer. Conceptual design and approximate locations of required checklist items are acceptable for pre-application plans.

The City Planning Department can provide further guidance on specific checklist items. See Section VI of the Subdivision Regulations for more details.

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

Please check the applicable stage of review for the submission:

Project Type: ☐ Major Subdivision ☐ Major Land Development	Stage of Review: ☐ Pre-Application with City Plan Commission (PA) ☐ Master Plan (M) ☐ Preliminary Plan (PR) ☐ Final Plan (F)
Check if requesting zoning relief <u>or waivers</u> for this stage of review:	☐ <u>Zoning Variance</u> (Unified Development Review) ☐ <u>Waiver(s) required</u>
Check if proposing street extension/creation	☐ Street Extension/Creation

A. FORMS AND DOCUMENTS

A	PA	M	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.					Application Consent Form	
4.					Relevant Filing Fee (See G.)	
5.					Certified Radius package from the Tax Assessor Office (map and mailing list for abutter notices) dated within 90 days	
6.					Names and addresses of adjoining communities or agencies requiring notification under these regulations	
7.					Municipal Lien Certificate (MLCs) from the Tax Collector dated within 6 months showing taxes are paid	
6.					All relevant supporting materials as determined during Pre-Application with Staff and/or City Plan Commission or as conditioned by an approval	
7.					All relevant supporting materials as conditioned by Master/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	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
1.					Name of the proposed subdivision/land development 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 or Development	
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.					List of sheets contained within the plan set	
12.					Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable	
13.					Name, address, phone, and stamp(s) [as needed] of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans	

C. EXISTING CONDITIONS PLAN(S)

C	PA	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
1.					Locus Map: A general location map showing the relationship of the subject parcel(s) of the area within a half-mile radius (<i>may be provided on separate sheet</i>)	
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.					Relevant references to deeds and recorded plans	
4.					Boundary lines and lot lines with angles and distances marked thereon	
5.					Primary Control Points	
6.					Existing permanent monumentation	
7.					District Dimensional Regulations of the subject parcel(s)	
8.					Zoning district(s) of the land being subdivided/developed, with zoning boundary lines shown if there is more than one district	
9.					Notes referencing relevant previous zoning relief including conditions of approval	
10.					Boundaries and total area of any land classified as "unsuitable for development"	
11.					Dimensions and total area of the subject parcel(s), and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subject parcel(s)	
12.					Existing contours at intervals at a minimum of five (5) feet	
13.					Existing contours at intervals at a minimum of two (2) feet	
14.					FEMA Flood Map and Base flood elevation; use the North American Vertical Datum of 1988 (NAVD 88)	
15.					Boundaries and notation of the soil classifications	
16.					Location of RIDEM and/or EPA regulated facilities such as brownfields, storage tanks, and CERCLIS sites. Include a notation of any associated permits and land use restrictions.	
17.					Location of Phase III Remediation Plan area, if required by RIDEM	
18.					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.	
19.					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.	
20.					Identification of any geologic formations on the proposed parcel(s), including rock outcroppings, cliffs, coastal features, etc.	
21.					Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls, in and immediately adjacent to subject parcel	
22.					Location of any existing street, driveways, farm roads, woods roads, and/or trails that have been in public use (pedestrian, equestrian, bicycle, etc.) within and adjacent to the subject parcel(s)	
23.					Location, size, and type of all known, existing above and below ground utilities, including sewer, 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	
24.					Location of existing easements and rights-of-way within or adjacent to the subject parcel(s)	

C	PA	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
25.					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	
26.					Location of any unique natural features, including but not limited to significant specimen trees, rare species & natural communities, or if none, a notation indicating such	
27.					Notation indicating that the subject parcel(s) (or existing structures) are located or not located within the following areas of special concern: a. Natural Heritage Areas, as defined by RIDEM b. 200' Coastal Buffer / Special Area Management Plan (SAMP) of RI CRMC c. A Groundwater Protection Overlay District d. A Wellhead Protection Area e. Groundwater Recharge Area f. Areas within a TMDL watershed, as identified by RIDEM g. 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	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
1.					Boundaries and total area of any land classified as "unsuitable for development" (see definition in Subdivision Regulations)	
2.					Notation of total proposed number of buildable lots	
3.					Proposed easements and rights-of-way within the subdivision parcel(s)	
4.					Proposed lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines	
5.					Proposed permanent monumentation	
6.					Location, size, and use/type of proposed buildings, and structures. Include building setbacks, height, total lot coverage, and other dimensional descriptions for zoning and planning purposes	
7.					Any proposed on- and/or off-site improvements including streets, access drives, loading areas, parking areas, sidewalks, pedestrian areas, and bicycle parking and/or paths	
8.					Location and dimensions of proposed access easements and rights-of-way within the subject parcel(s), or those to be acquired adjacent to the subject parcel(s) as maybe necessary	
9.					<u>Rough traffic plan</u> : include locations of proposed access, parking areas, number of parking spaces, and possible off-site traffic improvements	

D	PA	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
10.					<u>Preliminary traffic plan</u> : include proposed access sites showing the general dimensions and location of roads, driveways, curb cuts, radii, parking, EMS access, as well as other off-site traffic improvements. Commercial/Industrial sites must demonstrate delivery vehicle turning movements and access to loading areas	
11.					<u>Final traffic plan</u> : include vehicular access sites showing detailed dimensions and location of roads, driveways, curb cuts, radii, parking as well as other off-site traffic improvements	
12.					Notation as to whether the proposed street extension or creation is to be private or public, if proposed	
13.					Designated trash collection area(s)	
14.					Notation of proposed type of utility services and associated permits. Include estimated location of proposed utility easements and significant above ground utility structures such as transformers, substations, etc. on proposed plans	
15.					<u>Utilities Plan</u> : Proposed location, size, and type of all utilities servicing the property, including wastewater, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be required for site development. Include proposed utility easements. (stamped by a Registered Professional Engineer for final plans)	
16.					For subdivisions <i>without</i> public water service: locations of underground water tank(s)/cistern(s) including details of materials and installation. Fire Department approval required at Final Plan stage.	
17.					If proposing service by an OWTS, 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	
18.					Conceptual locations of stormwater management areas	
19.					Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable (phasing plan details should be appropriately scaled to application stage)	
20.					Location, dimensions, types, and area of any land proposed to be set aside as open space or to be conveyed to the City for public purposes	
21.					Locations and types of proposed survey and open space monumentation, if any	
22.					Limits of disturbance/work relative to on-and off-site improvements and infrastructure installation	
23.					<u>Soil and Sedimentation Control Plan</u> (see Section X(J) <u>of the Subdivision Regulations</u> for plan content requirements)	
24.					<u>Stormwater management plan(s)</u> : show accurate designs and details of proposed stormwater management infrastructure, including type, location, drainage calculations, extension of existing lines, configuration, and proposed easements, prepared by a RI-Registered Professional Engineer. Certification required at Final Plan stage.	
25.					<u>Landscape Plan</u> [<u>see Section X.D of the Subdivision Regulations for applicability</u>]: 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 (stamped by a RI licensed Landscape Architect for final plans)	
26.					<u>Lighting Plan</u> : Location, type, intensity & direction of illumination of outdoor lighting fixtures.	

D	PA	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
27.					<u>Signage Plan</u> : Location, size, design and illumination of all signage	
28.					Proposed measures to minimize impacts to the natural topography of the site using the Low Impact subdivision (LID) Site Planning & Design Guidance Manual	
29.					Final construction plans including plans and any additional improvements as required as a condition of preliminary plan	
30.					Proposed zoning relief – Unified Development Review	
31.					Proposed waivers	
32.					Notation of approved zoning relief and approved waivers	
33.					For phased projects, as-built drawings for the previous phase	
Checklist Item #		Applicant Comments on Required Items:				
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E. PROJECTS WITH STREET CREATION/EXTENSIONS

If your project proposes to extend or create a street, please complete this section. If your project does not propose to extend or create a roadway, you may skip this section.

E	PA	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
Required Elements in the Plans						
1.					Notation as to whether the proposed street extension or creation is to be private or public	
2.					Roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure, and proposed street names	
3.					Final 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	
Required Supporting Materials						
1.					City Engineer memo of approval and performance guarantee amount	
2.					Draft Roadway deed (Final for recording submitted at Final Plan)	
3.					Draft public improvement guarantee	
					If all improvements are completed prior to Final Plan approval, As-Built Plans	
Checklist Item #		Applicant Comments on Required Items:				
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F. SUPPORTING MATERIALS (determined during Pre-Application Conference with staff)

F	PA	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
1.					Renderings, elevations or photographs as may be needed to illustrate the visual impact of a proposed multi-family, commercial or industrial subdivision/development	
2.					Copy of the Deed/Title to the subject parcel	
3.					A narrative report or written statement including: a. A general description of the existing physical environment and existing use(s) of the property; b. A general description of the use(s), type(s), and density; 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; d. Proposed waiver(s) from Subdivision Regulations e. Proposed 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); f. A general analysis of soil types and suitability for the development proposed; g. A description of proposed phasing, if any.	
4.					<u>If proposing a Neighborhood character-based modification (NCBM): Compilation Plan stamped by a professional Land Surveyor. The compilation plan shall include the following:</u> <u>a. All lots with lot numbers and lot areas (in sq. ft.) within a 200 ft radius of the subject lot(s) including their zoning district designations</u> <u>b. All lots within the 200 ft radius excluded from the calculation marked visually as to be distinct from included lots</u> <u>c. An analysis demonstrating that the lot qualifies for the NCBM (may be provided on a separate sheet)</u> <u>NOTE: Water and sewer availability letters are required for approval of an NCBM.</u>	
5.					A traffic study prepared by a traffic engineer regarding the impact of the proposed subdivision/development on neighboring properties and roads (on request)	
6.					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 b. A letter of non-jurisdiction from RIDEM	
7.					A Preliminary Determination, including coastal feature verification, from the Coastal Resources Management Council if subject lot(s) is within 200' of a coastal shoreline	
8.					Approval letter from RI Coastal Resources Management Council if subject lot(s) is within 200' of a coastal shoreline	
9.					If <u>proposing service by public water</u> , copy of a water availability letter from the applicable water service provider	
10.					If <u>proposing service by public water</u> , copy 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 plan; b. If water main extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan.	

F	PA	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
11.					If <u>proposing service by public sewer</u> , copy of sewer service availability letter from the Department of Public Works	
12.					If <u>proposing service by public sewer</u> , copies of a written statement from the Department of Public Works 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; and b. If an extension of the sewer main is proposed, approval of extension from DPW as depicted on the plan.	
13.					If proposing septic and on-site wastewater treatment systems, copies of a RIDEM OWTS permit must be provided.	
14.					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)	
15.					Soil Erosion Sediment Control Plan (submission for Final Plan stage only upon significant changes to plan)	
16.					Copies of any RIDEM stormwater or other general construction permits that are required, <u>or</u> an affidavit, signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required	
17.					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 <u>or a letter evidencing the issuance of a RIDOT permit upon the submission of a bond and insurance</u>	
18.					Written confirmation and/or permits from any additional required federal, state, or local agencies	
19.					Relevant documentation of RIDEM and/or EPA regulated facilities located on subject site and associated land use restrictions	
20.					Environmental Site Assessments (on request)	
21.					RIDEM Approved Environmental Site Assessment Phase III (Remediation Plan) if required	
22.					Draft or final 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	
Checklist Item #		Applicant Comments on Required Items:				
Checklist Item #		Reviewer Comments on Required Items:				

G. FEES

Payment only via checks made out to "City of Cranston"

G	PA	M	PR	F		Received?
1.					Pre-Application Concept Review with CPC: \$125 + 25 /unit*	
2.					Master Plan Review Fee: \$625 + \$95 per unit*	
3.					Preliminary Plan Review Fee: \$625 + \$95 per unit*	
4.					Final Plan Review Fee: \$375 + \$95 per unit*	
5.					Radius Package (collected at the City Assessor's Office, 1st floor City Hall, 869 Park Ave. Cranston RI 02910): 200' radius package: \$75 400' radius package (UDR only): \$150	
6.					<i>For public hearings:</i> Beacon Communications advertising fee (determined after advertising, paid directly to Beacon Communications)	
<i>Submitted AFTER Final Plan approval and prior to recording</i>						
7.					Capital Facilities Development Impact Fee: (residential only) Eastern Cranston: \$593.46 / dwelling unit Western Cranston: \$1,389.50 / dwelling unit	
8.					Final Decision Recording Fee (\$49 for each decision + \$1 per additional page)	
9.					Final Plan Recording Fee (\$49 for plat map + \$1 per additional page)	
<i>Other City fees that may be charged for Building Permit (paid on OpenGov)</i>						
10.					Sewer Connection Fee (Cranston Code CH. 13.08, Article III, Sec.13.08100, E)	
11.					Water Impact Fee (Cranston Code CH. 15.04.020, Sec. 1408.0 B.)	

*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 prior to recording of Final Plan

H	ELEMENT REQUIRED	REVIEW CODE
1.	2 paper copies (24"x36") of the record plan (applicant may supply additional copies for Administrative Officer approval)	
2.	2 paper copies (24"x36") of the Final Plan set	
3.	1 mylar (24"x36") of the record plan for recording	
4.	Recording Fees (see Table G)*	
5.	<i>For street creation/extension:</i> submission of improvement guarantee and 2% inspection fee (checks only)	
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 2 years after recording. Vesting becomes permanent once the Record Plan is recorded.

Signature of Applicant or Applicant Representative: _____

Signature of reviewer: _____

Date of Review: _____