Incorporated 1910

Minor Subdivisions & Land Developments Checklist

Name of proposed subdivision/development: 1489 Pippin Orchard Road

Preparer: Jenna L. Shea, dba DiPrete Engineering (Stamping Engineer - Leonard Bradley Jr, PE)

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Date of Application: 08-2026

Plat and Lot Number(s) of the land being subdivided/developed: AP 28 Lot 31 and 86

INSTRUCTIONS

The shaded boxes in the checklist indicate an item is **not** required at a particular stage of review. If any checklist items are marked "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.

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:

Project Type:	☑ Minor Subdivision ☐ Minor Land Development	Stage of Review:	☐ Pre-Application with City Plan Commission (PA) ☑ Preliminary Plan (PR) ☐ Final Plan (F)
Check if requesting zoning relief for this stage of review:		☑ Unified Development Review	
Check if proposing the following:		☐ Oversized Lot Subdivision ☐ Street Extension/Creation	

A. FORMS AND DOCUMENTS

A	PA	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.		X		1 digital copy of all plans and application materials	
2.		X		2 paper copies of the plan set (24"x 36")	
3.		X		Application Consent Form	
4.		X		Relevant Filing Fee (See Table G.)	
5.		X		Certified Radius Package from Tax Assessor's Office (map and mailing list for abutter notices) – dated within 90 days Provided by Attorney	
6.		X		Names and addresses of adjoining communities or agencies requiring notification	
7.		X		Municipal Lien Certificate (MLCs) from the Tax Collector dated within 6 months showing taxes are paid Provided by Attorney	
6.		X		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.		X		Name of the proposed subdivision project All Sheets	
2.		X		Plat and lot number(s) of land being subdivided/developed All Sheets	
3.		X		Addresses, plat and lot number(s) of abutting properties and property owners Sheets 4-6	
4.		X		Address/Location of Subdivision All Sheets	
5.		X		Name and address of the applicant(s) All Sheets	
6.		X		Name and address of property owner(s) All Sheets	
7.		X		Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans All Sheets	
8.		X		Date of plan preparation and all revision date(s), if any All Sheets	
9.		X		True north arrow and graphic scale All Sheets	
10.		X		Site plan legend (all items displayed on site plans shall be symbolized in a legend) Sheets 2-6	
11.		X		List of sheets contained within the plan set Sheet 1	
12.		X		Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable Sheet 1	
13.		X		Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans All Sheets	

C. EXISTING CONDITIONS PLAN(S)

C	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
1.		X		Locus Map: A general location map showing the relationship of the parcel to the area within a half-mile radius(*may be provided on separate sheet*) Sheets 2	
2.		X		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 Sheet 4	
3.		X		Relevant references to deeds and recorded plans Sheet 4	
4.		X		Boundary lines and lot lines with angles and distances marked thereon Sheet 4	
5.		X		Primary Control Points Sheet 4	
6.		X		Existing permanent monumentation Sheet 4	
7.		X		District Dimensional Regulations of the subject parcel Sheet 6	
8.		X		Zoning district(s) of the subject parcel(s), with zoning boundary lines shown if there is more than one district Sheet 3, 4, 6	
9.		N/A		Notes referencing any relevant previous zoning relief including conditions of approval	
10.		X		Boundaries and total area of any land classified as "unsuitable for development" Sheets 4,6	
11.		X		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 Sheets 4,6	
12.				Existing contours at intervals at intervals of ten (10) feet	
13.		X		Existing contours at intervals at a minimum of two (2) feet Sheets 4-7	
14.		X		FEMA Flood Map and Base flood elevation; use the North American Vertical Datum of 1988 (NAVD 88) Sheet 4	
15.		X		Boundaries and notation of soil classifications for the entire project area including identification of soils designated by NRCS as "prime agricultural land" Sheet 4	
16.		N/A		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.		X		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 Sheet 4	
19.		X		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. Sheet 4	
20.		X		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 Sheet 4	
21.		X		Location, width, classification, and names of existing public, private, and paper streets within and adjacent to the subject parcel(s) Sheet 4	
22.		X		Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls, in and immediately adjacent to the subject parcel(s) Sheet 4	
23.		X		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 Sheet 4	
24.		X		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 Sheet 4	
25.		X		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 Sheet 4	

C	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
26.		X		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: 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. Wellhead Protection Area Sheet 3-4 e. Groundwater Recharge Area 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.		X		Location, size, and use/type of proposed buildings, and structures,. Include all accessory structures, building setbacks, and total lot coverage Sheet 5-6	
2.		X		Proposed permanent monumentation Sheet 6	
3.		X		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 Sheet 6	
4.		N/A		For lots with multiple frontages, identification of primary frontage See project narrative	
5.		X		Proposed zoning relief - Unified Development Review See project narrative	
6.		X		Proposed waivers See project narrative	
7.				Notation of zoning relief and approved waivers	
8.		X		Boundaries and total area of any land classified as "unsuitable for development" (see definition in Subdivision Regulations) Sheet 6	
9.		N/A		Concept measures to minimize impacts to the natural topography of the site using the Low Impact Development (LID) Site Planning & Design Guidance Manual	
10.		N/A		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.		N/A		Designated trash collection area(s) and dumpster location	
12.		X		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. Include proposed utility easements. (stamped by a Registered Professional Engineer for final plans if needed) Sheet 6	

D	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
13.		N/A		For subdivisions **without** 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. Existing Hydrants are sufficient to be reviewed by Fire.	
14.		X		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	
15.		X		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 Sheet 6	
16.		N/A		Location, dimension, monumentation, and proposed use of any area(s) proposed to be set aside as open space, if any	
17.		N/A		Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable	
18.		X		Limits of disturbance/work relative to on-and off-site improvements and infrastructure installation Sheet 4	
19.		X		Soil and Sedimentation Control Plan, unless exempted by Section X(J) of the Subdivision Regulations. Exempt projects shall show contours at sufficient detail (2-foot intervals) for all on and off-site street construction	
20.		X		Stormwater management plan(s): 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.	
21.		N/A		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	
22.		N/A		Lighting Plan: Location, type, intensity & direction of illumination of outdoor lighting fixtures.	
23.		N/A		Signage Plan: Location, size, design and illumination of all signage	
24.				Any revisions to the proposed conditions required by the Preliminary Plan approval	
25.				Notation of any special conditions/documents received as required by the Preliminary Plan approval	

Checklist Item #	Applicant Comments on Required Items:
D21, D22, and D23	Waiver requested for items (see project narrative)
Checklist Item #	Reviewer Comments on Required Items:

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	PR	F	ELEMENT REQUIRED	REVIEW CODE
Required Elements in the Plans					
1.		NA		Notation whether the street extension or creation is to be private or public	
2.		NA		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.		NA		City Engineer memo of approval and performance guarantee amount	
2.		NA		Draft Roadway deed	
3.		NA		Draft public improvement guarantee	

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F. SUPPORTING MATERIALS

F	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
1.		N/A		Renderings, elevations or photographs to illustrate the visual impact of the proposal for subdivision/development (on request)	
2.		X		Copies of 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 location, 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 subdivision/development proposed; g. A description of proposed phasing, if any.	
3.		N/A		<u>If proposing an Oversized Lot Subdivision</u>: Compilation Plan stamped by a professional Land Surveyor demonstrating that the lots can be subdivided using the standards listed in RIGL 45-23-32. The compilation plan shall include the following: a. All checklist items for preliminary plans as listed in Section B	

F	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
				b. All lots with lot numbers and lot areas (in sq. ft.) within a 200 ft radius of the subject lot(s) c. All lots within the 200 ft radius excluded from the calculation marked visually d. An analysis demonstrating that the lot qualifies for an oversized lot subdivision (may be provided on a separate sheet)	
4.		X		Copy of the Deed/Title to the subject parcel	
5.				Draft or final Copies of all legal documents; existing and proposed 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	
6.				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	
7.				Copies of drainage calculations, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the stormwater system (submission for Final Plan stage only upon significant changes to calculations or documents)	
8.				Soil Erosion Sediment Control Plan (submission for Final Plan stage only upon significant changes to plan)	
9.		N/A		Relevant documentation of RIDEM and/or EPA regulated facilities located on subject site and associated land use restrictions	
10.		N/A		Environmental Site Assessments, if any (on request)	
11.				RIDEM Approved Environmental Site Assessment Phase III (Remediation Plan) if required	
12.				Approval letter from RI Coastal Resources Management Council if subject lot(s) is within 200' of a coastal shoreline	
13.				For lots containing or impacting freshwater wetlands or tidal waters and their tributaries, 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	
14.		N/A		If proposing service by public water, copy of a water availability letter	
15.				If proposing service by public water, 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	
16.		N/A		If proposing service by public sewer, copy of sewer service availability letter from the Department of Public Works	
17.				If proposing service by public sewer, 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 sewer main extension is proposed, approval of extension by the Department of Public Works as depicted on the plan.	
18.				If proposing septic and on-site wastewater treatment systems, copies of a RIDEM OWTS permit must be provided.	

F	PA	PR	F	ELEMENT REQUIRED	REVIEW CODE
19.				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	
20.				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	
21.				Written confirmation and/or permits from any additional required federal, state or local agencies as needed	
22.		N/A		Traffic study performed by a RI Licensed Engineer (if requested)	
23.		N/A		Building elevations showing exterior building design, materials, colors & height (Optional)	

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Checklist Item #	**Reviewer Comments on Required Items:**

G. FEES

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

G	PA	PR	F		*Received?*
1.				**Pre-Application Concept Review** with CPC/TRC: $125 + 25 per unit*	
2.		X		**Preliminary Plan** Filing Fee: - Administrative Review: $250 + $45 per unit* - CPC Review (UDR & Street Ext.): $450 + $45 per unit*	
4.				**Final Plan** Filing Fee: $250 + 45 per unit*	
5.		X		**Radius Package** (collected at the City Assessor's Office, 1st floor City Hall, 869 Park Ave. Cranston RI 02910): 200' Radius Package: $75.00 400' Radius Package (**UDR only**): $150 Provided by Attorney	
7.		X		*For public hearings:* Beacon Communications advertising fee (determined after advertising, paid directly to Beacon Communications) Provided by Attorney	
Fees Submitted AFTER approval of Final Plan					
8.				Capital Facilities Development Impact Fee: (Residential only) 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)	
10				Final Plan Recording Fee ($49 for plat map + $1 per additional page)	
Other City fees that may be charged for Building Permit (paid on OpenGov)					
11.				Sewer Connection Fee (*Cranston Code CH.* 13.08, Art. III, Sec.13.08.100, E)	
12.				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 if different from Final Plan set (applicant may supply additional copies for applicant's use)	
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.	*For street creation/extension*: 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 (*Land Developments where no lot lines are created, moved, or removed are exempt*)	

* 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: _____