

City of Pawtucket Development Plan Review or Land Development Project Application Checklist

Instructions:

The shaded boxes within the checklist indicate an item is not required at a particular stage of review. Split cells vary by application type, per the key at the bottom of each page. Complete the unshaded boxes on the left side of the table for your applicable review stage(s) with an affirmation (Y, X, or ✓) or an indication that the requirement is not applicable to your application (N/A). If you cannot meet a checklist requirement, you must apply for and receive a waiver prior to the application being considered complete pursuant to Section XVII Article E of the Land Development and Subdivision Regulations. Please complete a separate copy of this document for each review stage. One copy may be submitted for combined review stages. Application materials shall be submitted in electronic .pdf format and shall legibly print at tabloid (11"x17") size unless otherwise indicated. Each page of submitted material shall have the date created and the name of the proposed development. Each stage of review shall include one full size paper copy to be kept by the Administrative Officer for public viewing. For the *Location* column, provide the electronic file name and page number. This checklist pertains to the following development application review stages:

1. **Administrative Development Plan Review (AD)**
2. **Master Plan Review of a Major Land Development Project (MD)**
3. **Preliminary Formal Development Plan Review or Preliminary Plan Review of a Major or Minor Land Development Project (PD)**
4. **Final Formal Development Plan Review or Final Plan Review of a Major or Minor Land Development Project (FD)**
5. **Approved Land Development Project or Approved Development Plan Review Plan (AP)**

1. AD	2. MD	3. PD	4. FD	5. AP	Description of Required Submission Material	Location
		1*			1. Completed application form	
					2. Completed Checklist	
			2*		3. Ten (10) full size paper copies of all submission materials within ten (10) days of issuance of the certificate of completeness	
					3. All application materials consistent with the Planning Board Design Standards, Section XV, and Required Improvements, Section XIV, of the Land Development and Subdivision Regulations	
					4. Pawtucket Tax Collector account statement showing a zero balance	
					5. If connections to existing utilities are proposed, documentation from existing utility agencies providing consent to connect to existing utilities. Said documentation may not be required at the time of application, however, approval may be conditioned upon providing said documentation to the City. If connections to existing utilities are not proposed, a utility service plan may be required.	
					6. If a special use permit or variance is requested, all application materials for such required by the City of Pawtucket. An application with an outstanding modification request will not be certified complete.	

1* - only for minor land development projects and formal development plan review
 2* - only for major land development projects
 3* - only for formal development plan review

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1. AD	2. MD	3. PD	4. FD	5. AP	Description of Required Submission Material	Location
		1*			7. A letter certified as true and correct identifying: A. Changes made since pre-application B. Any required zoning approvals C. Any requested waivers or modification of requirements as written in Section XVII Article E of the Land Development and Subdivision Regulations D. Any proposed public improvements or dedications E. Use allocation by total square footage of each proposed use, according to § 410-12 of the City of Pawtucket Code of Ordinances	
			2*		8. A letter certified as true and correct requesting this stage of approval and identifying any changes made to the application since the previous stage of approval	
		1*			9. A written narrative containing: A. Information on the natural and built features of the surrounding neighborhood B. Existing natural and man-made conditions of the tract, including topographic, freshwater wetland, and coastal features, the floodplains, proposed improvements and dedications, tentative construction phasing; C. Potential neighborhood impacts; D. Description of the application's consistency with the Pawtucket Comprehensive Plan; E. 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 and the design's compatibility with the existing character of Pawtucket; and F. For major land development projects only: If the proposed development is proposed for phased construction, a description and timing for individual phases.	
					10. All permits required by state or federal agencies for construction, including freshwater wetlands, the coastal zone, floodplains, preliminary suitability for individual septic disposal systems, and connections to state roads.	
					11. All updated permits required by local, state or federal agencies for construction of improvements, including freshwater wetlands, the coastal zone, floodplains, land disturbance, preliminary suitability for individual septic disposal systems, public water systems, zoning approvals, and connections to streets.	

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1. AD	2. MD	3. PD	4. FD	5. AP	Description of Required Submission Material	Location
					12. Public Dedication Form if any public dedications are proposed	
					13. Proposed arrangements for the completion of any improvements, including construction schedule / improvement guarantees	
					14. Proposed terms of any improvement guarantees for improvements required by Section XIV of the Land Development and Subdivision Regulations, and cost estimates to complete the required improvements	
				2*	15. For phased developments, as-built drawings of all public improvements approved in prior phases and already constructed.	
			2*	1*	16. If additional impervious surface is proposed, and/or 40% or more of the site will be impervious, a stormwater management plan consistent with the Rhode Island Stormwater Maintenance, Design and Installation Manual; the Rhode Island Soil Erosion and Sediment Control Handbook; and in accordance with any applicable provisions of the Code of Ordinances	
				2*	17. An updated Stormwater Management Plan, if any changes are necessitated by changes made to the application since the previous approval stage	
		1*			18. Three (3) daytime photographs of the site showing access and the location of the proposed development submitted as .jpg digital image files to the Administrative Officer	
					19. Preliminary drawings at no larger than 11"x17" showing items B1, B3 - B4, B9 - B18, C1, C3 - C7, and D at the bottom of the table.	
			3*		20. A locus map of the subject property highlighting all properties within 200' of the subject property with a radial line identifying Assessor's plat and lot. Include a list of names and addresses of all abutting property owners within 200 feet of property lines, submitted with mailing labels	
					21. A sketch at no larger than 11" x 17" depicting the items listed under A at the bottom of the table.	
					22. Preliminary drawings at no larger than 11"x17" showing items B2 - B19 ,C2 - C7, and E at the bottom of the table.	
					23. Final drawings at no larger than 11"x17" showing items B2 - B19 ,C2 - C7, and E at the bottom of the table.	

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					24. Final plans in conformity with the previous stage of approval in digital (.pdf) format and generated on mylar able to be recorded by the Office of Land Evidence Records no larger than 11”X 17” at a scale of ¼” to 1’, or other scale as the Administrative Officer may require, and containing the following information: A. All the essential aspects of the approved design; B. The implementation schedule; C. Special conditions placed by the City; D. Permits and agreements with state and federal reviewing agencies; E. Other information required by the permitting authority; and F. Three lines, three inches long and one inch apart in the lower left-hand corner of each drawing for approval signatures. The first line states “City of Pawtucket.” The second line shall state “Approved Development Plan.” The third line shall be blank.	
			2*		25. Additional items deemed necessary by the permitting authority during the previous review stage	

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Drawing Submission Requirements:

A. Master Plan Sketch.

1. Name of proposed development, name of owner, name of the architect, engineers, landscape designer, and other consultants involved in the preparation of the plan, date, north point;
2. Lots, including lot lines, approximate dimensions, approximate area and Assessor’s lot numbers;
3. Existing and proposed streets, approximate parking areas;
4. Concept for collecting and discharging stormwater;
5. Concept for grading, including limits of disturbance;
6. Names of abutting property owners and property owners immediately across any streets adjacent to the subject parcel;
7. Location and approximate size of existing buildings or significant aboveground structures on the subject parcel;
8. Location of wetlands, watercourses or coastal features within and immediately adjacent to the subject parcel;
9. Location of wooded areas and areas of agricultural use;
10. Location of any unique or historic features, including historic cemeteries; within or immediately adjacent to the subject lot(s);
11. Existing zoning on the site and on all abutting properties;
12. Availability of utilities;
13. Proposed buildings;
14. Proposed number of building lots;
15. Proposed number of dwellings;
16. Concept for collecting and discharging stormwater; and

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17. Concept for grading, including limits of disturbance
- B. Site Plan. The applicant shall provide a proposed site plan for all areas of lots containing the entire tract, whether or not intended for development showing:
 1. Name of proposed development, name of owner, name of the architectural designer, engineers(s) (if applicable), landscape designer, and other consultants involved in the preparation of the plan, date, north point and scale;
 2. Name of proposed development, name of owner, name of the architect, engineers, landscape designer, and other consultants involved in the preparation of the plan, date, north point and scale;
 3. Lots, including lot lines, approximate dimensions, approximate area and Assessor's lot numbers;
 4. Existing and proposed streets, drives, parking areas (including arrangement and dimensions of parking spaces and drive aisles as well as points of ingress/egress), loading areas, and walks, including location, name and right-of-way widths on entire tract and on abutting property, as well as point(s) of access to the site;
 5. Utilities, indicating pipe sizes, grades, and manholes, proposed utility extensions, and text defining ownership and maintenance plans (water utilities to be verified by the Pawtucket Water Supply Board and sewer utilities to be verified by the Department of Public Works and Narragansett Bay Commission);
 6. Topography, including contours at suitable intervals;
 7. Location of areas of active agricultural use or containing prime agricultural soils and farmland soils of statewide importance;
 8. Identification of the following areas of special concern:
 - a) Natural Heritage Areas, as defined by the Rhode Island Department of Environmental Management (RIDEM)
 - b) The area(s) under the jurisdiction of any Special Area Management Plan (SAMP) of Rhode Island Coastal Resources Management Council (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) Onsite Wastewater Treatment System Critical Resource Area, as defined by RIDEM
 - h) A Drinking Water Supply Watershed, as defined by RIDEM
 - i) National Register of Historic Places
 9. Coastal features, verified freshwater wetlands and the proposed drainage system;
 10. Portions of the site located within a flood hazard area as identified by the Federal Emergency Management Agency's (FEMA's) "Flood Insurance Rate Map" and "Flood Boundary and Floodway Map" as may be amended;
 11. Portions of the site located within the Rhode Island Coastal Resources Management Council (RI CRMC) three-foot (3') sea level rise map as being inundated during a one-hundred-year storm as may be amended;
 12. Other conditions, including the location of rock outcrop, wooded areas, existing structures, embankments or retaining walls, railroads, power lines and significant physical features on the site and on adjacent land that may have an influence on the development of the site;
 13. Public access areas, including parcels of land proposed to be dedicated for public use;
 14. Solid waste collection areas;
 15. Existing zoning on the site and on all abutting properties;

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16. Zoning setback lines, accounting for abutting buildings pursuant to § 410-44(A) of the City of Pawtucket Code of Ordinances;
 17. Location and orientation of all structures and their proposed uses identifying gross square footage of floor area according to § 410-15.1 of the City of Pawtucket Code of Ordinances;
 18. Proposed location and treatment of any public or private common areas or structures including open spaces, green roofs, plazas, parks or recreation areas. Applicant shall include a statement addressing long term maintenance of such areas;
 19. Proposed renewable energy facilities and electric vehicle charging locations; and
 20. The stamp of a RI licensed professional architect and/or engineer.
- C. Building Floor Plans and Structure Elevations. The applicant shall provide proposed structures elevations and floor plans for all buildings showing:
1. Name of proposed development, name of owner, name of the architectural designer and other consultants involved in the preparation of the drawings, date, north point and scale;
 2. Name of proposed development, name of owner, name of the architect and other consultants involved in the preparation of the drawings, date, north point and scale;
 3. Base flood elevation data, if any portion of the proposed development is located within a flood hazard area as identified by the Federal Emergency Management Agency (FEMA)'s "Flood Insurance Rate Map" and "Flood Boundary and Floodway Map" or Rhode Island Coastal Management Council (RI CRMC)'s three-foot (3') sea level rise map as being inundated during a one-hundred-year storm, as may be amended;
 4. General division of leasable units within structures and associated square footages, according to § 410-15.1 of the City of Pawtucket Code of Ordinances, including identification of affordable and market-rate housing units;
 5. Location of all building entrances and identification of which entrances shall be primary entrances, ADA accessible, exit only, and/or access-controlled;
 6. Areas of glazing and identification of operable windows; and
 7. Identification of façade materials.
- D. Landscape Plan. A landscape plan that indicates the general treatment proposed for the site, including the approximate amount, location and type of buffering, landscaping, hardscape and lighting proposed, as well as location and dimensions of pedestrian entrances, exits, and walkways.
- E. Landscape Plan. A landscape plan, prepared by a licensed landscape architect that indicates the general treatment proposed for the site, including the approximate amount, location and type of buffering, landscaping, hardscape and lighting proposed, as well as location and dimensions of pedestrian entrances, exits, and walkways.

Please note that complete applications may be referred for review and comment by adjacent communities, state and federal agencies, and Pawtucket's Technical Review Committees, Fire Department, and Public Works Department, as appropriate, prior to the first public meeting on the application for the present stage of review and comments therefrom shall be provided to the Administrative Officer. Comments may also be solicited from peer professionals at direct cost to the applicant. The Administrative Officer will provide any comments received to the applicant prior to the meeting. Additional comments may be solicited by the Administrative Officer at future review stages.