

City of Pawtucket Subdivision 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 Subdiision 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 subdivision. Each stage of review shall include one full size paper copy to be kept by the Administrative Officer for paper viewing. For the *Location* column, provide the electronic file name and page number. This checklist pertains to the following subdivision application review stages:

1. **Administrative Subdivision (AS)**
2. **Master Plan Review of a Major Subdivision (MS)**
3. **Preliminary Plan Review of a Major or Minor Subdivision (PS)**
4. **Final Plan Review of a Major or Minor Subdivision (FS)**
5. **Final Plat for recording (FP)**

1. AS	2. MS	3. PS	4. FS	5. FP	<i>Description of Required Submission Material</i>	<i>Location</i>
		1*			1. Completed application form	
					2. Completed checklist	
		2*			3. Seven (7) full size paper copies of all submission materials within ten (10) days of issuance of the certificate of completeness	
					4. All application materials consistent with the Planning Board Design Standards, Section XV, and Required Improvements, Section XIV, of the Land Development and Subdivision Regulations	
					5. Drafts of all legal documents describing the proposed lots, proposed easements, and rights-of-way, including protective covenants, if any, in digital rich text (i.e. .doc) format.	
					6. If any changes have been made, drafts of all legal documents describing the proposed lots, proposed easements, and rights-of-way, including protective covenants, if any, in digital rich text (i.e. .doc) format.	
					7. Final versions of all legal documents describing the proposed lots, proposed easements, and rights-of-way, including protective covenants, if any, in digital rich text (i.e. .doc) format.	
					8. Pawtucket Tax Collector account statement showing a zero balance.	

1* - only for minor subdivisions

2* - only for major subdivisions

3* - only for minor subdivisions with a public hearing

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		1*			9. 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	
			2*		10. 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	
					11. 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*			12. 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 subdivisions only: If the proposed development is proposed for phased construction, a description and timing for individual phases.	
					13. 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.	
					14. Proposed arrangements for the completion of any improvements, including construction schedule / improvement guarantees	

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					15. Proposed terms of any improvement guarantees for improvements and cost estimates to complete the required improvements	
					16. All permits required by local, state or federal agencies for construction of required improvements, including freshwater wetlands, the coastal zone, floodplains, land disturbance, preliminary suitability for individual septic disposal systems, public water systems, zoning approvals, and excavations and connections to streets, and evidence of completion of any necessary amendments to the Official Streets Map maintained by the City Council.	
					17. 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.	
					18. All updated permits required by local, state or federal agencies for construction of required improvements, including freshwater wetlands, the coastal zone, floodplains, land disturbance, preliminary suitability for individual septic disposal systems, public water systems, zoning approvals, and excavations and connections to streets, and evidence of completion of any necessary amendments to the Official Streets Map maintained by the City Council.	
					19. Public Dedication Form if any public dedications are proposed	
				2*	20. For phased developments, as-built drawings of all public improvements approved in prior phases and already constructed.	
		2*	1*		21. 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*	22. (All applications except administrative subdivisions) an updated Stormwater Management Plan, if any changes are necessitated by changes made to the application since the previous stage of approval	
					23. Profiles of any proposed streets with adequate ties to existing streets	
					24. An updated profile of any proposed streets with adequate ties to existing streets, if any changes are necessitated by changes made to the application since Preliminary Plan submission	

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					25. A preliminary plat at no larger than 11"x17" depicting items a - i, o - r, t - u, and x - aa at the bottom of the table.	
					26. A sketch at no larger than 11" x 17" depicting items a - c, e - r and t - v at the bottom of the table.	
		3*			27. 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 tabulated list of properties within the notice area identifying owner on file with the Pawtucket Tax Assessor, mailing address, and assessor's plat and lot.	
					28. A preliminary plat, no larger than 11"x17" depicting items a - v at the bottom of the table.	
					29. A sketch of any remaining part of the entire tract shall accompany the plat, showing the location, names and present widths of adjacent existing streets and the proposed general layout of streets in the entire tract	
					30. A drawn plan of the new lots in digital (.pdf) format no larger than 11"X 17" at a scale of 1" to 50', or other scale as the Administrative Officer may require, and depicting items a - i and k - cc at the bottom of the table.	
					31. A Final Plat of the Assessor's lot(s) 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 1" to 50', or other scale as the Administrative Officer may require, plus two additional full size paper copies, and containing the following information: A. All the essential aspects of the approved subdivision design; B. The implementation schedule for improvement guarantees, if any; 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 Subdivision." The third line shall be blank.	
			2*		32. Additional items deemed necessary by the permitting authority during the previous review stage	

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Subdivision Survey Requirements:

- a. Subdivision name;
- b. Name and address of record owner, subdivider and subdivision designer;
- c. Date prepared, north arrow, acreage and number of lots;
- d. Graphic scale;
- e. Names and addresses of all abutters and property owners directly across any rights-of-way, as determined from the most recent official tax list;
- f. Assessor's Plat and Lot Number(s) of the lot(s) being subdivided;
- g. Size(s) of the new lot(s) in square feet;
- h. Zoning district and any overlay zones of the lot(s) being subdivided, with zoning boundary lines if applicable;
- i. Zoning setback lines, accounting for abutting buildings pursuant to § 410-44(A) of the City of Pawtucket Code of Ordinances, and analysis of lot building coverage, surface parking areas, and other impervious surfaces;
- j. Sufficient data to determine the location, bearing, size, and shape of every lot, boundary, and setback line;
- k. Existing and proposed topography with two-foot contour intervals, elevations based on the most recent Rhode Island digital elevation model, as determined by the Administrative Officer;
- l. Location of wooded areas and areas of active agricultural use;
- m. Identification of areas containing prime agricultural soils and farmland soils of statewide importance;
- n. Identification of the following areas of special concern:
 - i. Natural Heritage Areas, as defined by the Rhode Island Department of Environmental Management (RIDEM)
 - ii. The area(s) under the jurisdiction of any Special Area Management Plan (SAMP) of RI Coastal Resources Management Council (CRMC)
 - iii. A Groundwater Protection Overlay District
 - iv. A Wellhead Protection Area
 - v. Groundwater Recharge Area
 - vi. Areas within a TMDL watershed, as identified by RIDEM
 - vii. Onsite Wastewater Treatment System Critical Resource Area, as defined by RIDEM
 - viii. A Drinking Water Supply Watershed, as defined by RIDEM
 - ix. National Register of Historic Places
- o. Existing and any proposed utilities indicating pipe sizes, grades, and manholes, including water, fuel, electric, drainage and communications (water utilities to be verified by the Pawtucket Water Supply Board and sewer utilities to be verified by the Department of Public Works);
- p. Existing and any proposed lines of streets, ways, and easements, with widths labeled;
- q. Indication of purpose of easements, if any;
- r. Names of existing streets;
- s. Proposed names of any proposed streets;
- t. The location of all existing structures, fences, paved areas, verified freshwater wetlands, coastal features, and trees of more than twelve (12") inches diameter;
- u. The location of historic areas, cemeteries, walls, foundations, etc. (if none, state on plan);

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- v. Boundaries and total area of any land classified as “unsuitable for development (e.g. wetlands, wetland buffers, area devoted to infrastructure necessary for development, and easements or rights of way of record)”;
- w. Any landscape buffering, landscaping, hardscape and lighting proposed; and
- x. The location of existing and proposed monuments.
- y. Certification (stamp) of the land surveyor indicating that a Class I and Class III survey have been performed or are otherwise correct;
- z. Any new Assessor’s Lot numbers, as provided by the Administrative Officer in consultation with the Tax Assessor;
- aa. Sufficient data to determine the location, bearing, size, and shape of every lot, boundary, and setback line, and to reproduce the same upon the ground. All metes shall contain X/Y coordinates referencing the most recent State Plane Feet Datum. All bounds shall indicate the direction and measure;
- bb. 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; and
- cc. 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.

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.