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## Town of Lincoln

# CHECKLIST – PRE-APPLICATION/CONCEPT REVIEW MEETING – MASTER PLAN REVIEW

**Concept Plan(s)** - The applicant shall submit to the Administrative Officer two (2) blueline or photocopies of the proposed plan. Following the Certification of Completeness, the applicant shall submit seventeen (17) blueline or photocopies of the proposed plan. The scale of all plans shall be sufficient to clearly show all of the information required and shall be subject to the approval of the Administrative Officer. At a minimum, the following information shall be provided:

1. \_\_\_ Name of the proposed subdivision
2. \_\_\_ Name and address of property owner and applicant
3. \_\_\_ Date of plan preparation, with revision date(s) (if any)
4. \_\_\_ Graphic scale and true north arrow
5. \_\_\_ Plat and lot number(s) of the land being subdivided
6. \_\_\_ Zoning district(s) of the land being subdivided. If more than one zoning district, zoning boundary lines must be shown
7. \_\_\_ Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
8. \_\_\_ Area of the subdivision parcel and proposed number of buildable lots, dwellings and other proposed improvements
9. \_\_\_ Location and dimensions of existing property lines within or adjacent to the subdivision parcel, easements and rights-of-way
10. \_\_\_ Location, width and names of existing streets within and immediately adjacent to the subdivision parcel
11. \_\_\_ Names of abutting property owners and property owners immediately across any adjacent streets
12. \_\_\_ Location of wooded areas, notation of existing ground cover, and approximate location(s) of stone walls
13. \_\_\_ Location of wetlands and/or watercourses within and immediately adjacent to the subdivision parcel (if any)
14. \_\_\_ Areas of agricultural use (if applicable)
15. \_\_\_ Approximate topography with minimum contour intervals of 2 feet

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16. \_\_\_ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision
  17. \_\_\_ Proposals, if any, for connection with existing water supply and sanitary sewer systems or a notation that wells and ISDS are proposed
  18. \_\_\_ Provisions for collecting and discharging stormwater
  19. \_\_\_ Location of historic cemeteries within or immediately adjacent to the subdivision (if any)
  20. \_\_\_ Proposed improvements including streets, lots, lot lines, with approximate lot areas and dimensions.
  21. \_\_\_ Proposed lot lines shall be drawn so as to distinguish them from existing property lines.
  22. \_\_\_ Notation on plan if the subdivision parcel(s) are located within any of the following areas:
    - \_\_\_ Natural Heritage Areas (RIDEM)
    - \_\_\_ Areas of Planning Concern (Town of Lincoln Zoning Ordinance)
  23. \_\_\_ Alternate conceptual designs for land development (if applicable) showing approximate areas of alteration and identification of land areas and natural features to be preserved.

**Supporting Materials** - The applicant shall submit to the Administrative Officer ten (6) copies of a narrative report providing a general description of the existing physical environment and existing use(s) of the property along with a general description of the uses and type of development proposed by the applicant. The narrative report shall include reduced copies of all plans required above plus the following:

1. \_\_\_ An estimate of the approximate population of the proposed subdivision
2. \_\_\_ An estimate of the number of school-aged children to be housed in the proposed subdivision
3. \_\_\_ Vicinity map to show the area within one-half mile of the proposed subdivision parcel(s). All streets, schools, parks, public facilities and zoning district boundaries shall be shown. Major watercourses, wetlands and other hydrological features including watershed boundaries shall be shown.
4. \_\_\_ Filing Fee – Amount of: \$ \_\_\_\_\_