
Town of Lincoln

CHECKLIST - PRELIMINARY PLAN REVIEW MAJOR LAND DEVELOPMENT- SUBDIVISIONS

Preliminary Review 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 preliminary plans should be drawn to a scale of 1 inch to 40 feet. The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g. sheet 1 of 3, 2 of 3, etc...).

1. ___ Name of the proposed subdivision, including phase number
2. ___ Name and address of property owner and applicant
3. ___ Name, address, and telephone number of engineer or land surveyor
4. ___ Date of plan preparation, with revision date(s) if any.
5. ___ Graphic scale and true north arrow
6. ___ Plat and lot number(s) of the land being subdivided
7. ___ Zoning district(s) of the land being subdivided. If more than one district, zoning boundary lines must be shown
8. ___ Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
9. ___ Area of the subdivision parcel(s) and proposed number of Buildable lots
10. ___ Location and dimensions of existing property lines within or forming the perimeter of the subdivision
11. ___ Easements and rights-of-way within or adjacent to the subdivision parcel(s)
12. ___ Location, width and names of existing streets within and immediately adjacent to the subdivision parcel
13. ___ Names of abutting property owners and property owners immediately across any adjacent streets

B. An Existing Conditions Map(s) to show the following:

1. ___ Date of the existing conditions shown
2. ___ Area of the parcel being subdivided
3. ___ Location of wooded areas and notation of existing ground cover

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4. ___ Location of wetlands, watercourses within 200 feet of the perimeter of the subdivision parcel
 5. ___ Areas of agricultural use
 6. ___ Existing contours at intervals of two feet
 7. ___ Location and approximate size of existing buildings or significant above ground structures on or immediately adjacent to the subdivision
 8. ___ Location and dimension of all existing utilities within and immediately adjacent to the subdivision, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, storm water drainage facilities or other above or underground utilities
 9. ___ Location of historic cemeteries on or immediately adjacent to the subdivision parcel(s) if any
 10. ___ Location of any unique natural and/or historic features, including stone walls
 11. ___ Notation on plan if the subdivision parcel(s) are located within any of the following areas:
 - a. ___ Natural Heritage Areas (RIDEM)
 - b. ___ Area of Planning Concern (Town of Lincoln-Zoning Ordinance)
 12. ___ Base flood elevation data
 13. ___ Certification by a Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and conforms to the survey requirements of these Regulations

C. Proposed Conditions Map(s) to show the following:

1. ___ Proposed improvements including streets, lots, lot lines, with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines
2. ___ Grading plan in sufficient detail to show proposed contours at two foot intervals for all grading proposed for on and offsite street conditions, drainage facilities and grading upon individual lots if part of the proposed subdivision improvements (if applicable)
3. ___ Proposed drainage plan and drainage calculations prepared by a Registered Professional Engineer, if required by the Technical Review Committee
4. ___ Proposed utilities plan, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, or other proposed above or underground utilities as applicable
5. ___ Landscaping plan to show all significant proposed clearing of land, removal of existing vegetation, revegetation and/or landscaping on street rights-of-way and upon individual lots if part of proposed subdivision improvements

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6. ___ Location, dimension and area of any land proposed to be set aside as open space
 7. ___ Proposed construction access road(s) or route(s)
 8. ___ Sedimentation and erosion control plan
 9. ___ Proposed street plan and profiles drawn at a scale of 1"=40' horizontal and 1"=4' vertical
 10. ___ Street cross-sections
 11. ___ Proposed street names
 12. ___ Proposed sidewalks or bike paths
 13. ___ Proposed street tree location and type
 14. ___ Open Space use plan (residential cluster development or residential compounds)

D. Supporting Materials

1. ___ Filing fee
2. ___ Written confirmation from the RI Department of Environmental Management pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed subdivision, including any required offsite construction, have been reviewed and indicating that that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alternation.
3. ___ In lieu of item 2 above, an affidavit signed by a qualified professional (a wetlands biologist, a Registered Professional Engineer or a Registered Landscape Architect) stating that there are no freshwater wetlands present on or within 200 feet of the property being subdivided
4. ___
5. ___ A vicinity map drawn to a scale of 1"=400' or as necessary to show the area within one-half mile of the subdivision parcel showing the location of all streets, existing lot lines, and zoning district boundaries. Schools, parks, fire stations and other significant public facilities shall be indicated on the locus map by shading and labeling the specific use
6. ___ Written confirmation that the appropriate water company or district has reviewed the plan and is able to provide water service (if proposed)
 - a. Water Company or District: _____
 - b. Date of Letter: _____
7. ___ Written confirmation that the Department of Public Works has reviewed the plans for proposed sewer service, and indicating whether sewer service is (is not) available and will (will not) be required

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8. ___ If individual Sewage Disposal Systems are proposed, confirmation from the State Department of Environmental Management that the soils are adequate for the use of ISDS.
 9. ___ Either of the following:
 - ___ Preliminary Subdivision Suitability Report No. _____ (3-5 lots)
 - ___ Water table verification No. _____ (2 lots)
 10. ___ A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or other right-of-way, if applicable.
 11. ___ Certificate of the Tax Collector showing that all taxes due on the parcel being subdivided have been paid and that there are no outstanding municipal liens on the parcel.
 12. ___ The names and addresses of all property owners, agencies or communities requiring notification as required by these Regulations
 13. ___ Copies of return receipts for certified mail notices
 14. ___ Either of the following:
 - ___ A letter to the Planning Board of the subdivider's intent to complete the required improvements prior to endorsement of the final plat; or,
 - ___ A letter to the Planning Board requesting that security sufficient to cover the cost of required improvements be established by the Board according to these Regulations
 15. ___ Owner authorization Form
 16. ___ Subdivision Notification Form
 17. ___ Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents
 18. ___ Written comments from the Technical Review Committee (provided by the Administrative Officer), plus the following:
 - a. ___ Planning Department Date: _____
 - b. ___ Public Works Department Date: _____
 - c. ___ Zoning Enforcement Officer Date: _____
 - d. ___ Fire District Date: _____
 - e. ___ Other (specify) _____
