

A. FORMS AND DOCUMENTS

A		M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.			Ed		Completed Application Form	
2.					A notarized letter from the property owner(s) stating that the applicant has been granted the authority to proceed with the application with the owner(s) permission and consent	
3.					Narrative describing the application	
4.			F&O		Completed Project Review Application Checklist	

B. GENERAL INFORMATION (to be provided on plan sheets)

B	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.		F&O		Title Block with Name of the proposed project, Plat and Lot numbers of the subject property, address of the subject property, name and address of owner/applicant	Plan Set	
2.				Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans	Cover Page	
3.				Date of plan preparation and all revision date(s), if any	Plan Set	
4.				True north arrow and graphic scale	Plan Set	
5.				Site plan legend (all items displayed on site plans shall be symbolized in a legend)	General Notes & Legend	
6.				Relevant references to deeds and recorded plans	↓	
7.				List of sheets contained within the plan set	Cover Page	
8.				Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable	Cover Letter	
9.				Names, addresses and Plat/Lot identified of abutting property owners and property within 200' of the parcel(s)	Previously Provided by JHL	
10.		↓		Names and address of any agencies or adjacent communities requiring notification under these regulations	Cover Letter	

C. EXISTING CONDITIONS PLAN(S) Show the entire tract of the subject property and all lots owned by the owner/applicant as it currently exists

C	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.		F&O		A general location map showing the relationship of the subdivision/development parcel(s) of the area within a half-mile radius	Cover Page	
2.	*	Principle		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. * A Class 1 Property Survey is required at Master Plan for any project that is requesting a Unified Development for a dimensional variance.	Administrative Subdivision Plan	
3.		↓		Location of known existing easements and rights-of-way within or adjacent to the subdivision/development parcel(s)	Administrative Subdivision Plan	

C	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
4.		Principle		Location of any existing street, driveways, farm roads, woods roads, and/or trails that have been in public use (pedestrian, equestrian, bicycle, etc.) within and adjacent to the subdivision/development parcel(s)	Administrative Subdivision Plan	
5.				Zoning district(s) of the land being subdivided/developed, with zoning boundary lines shown if there is more than one district	Administrative Subdivision Plan	
6.				Density calculations based upon the exclusion of unsuitable land from the total land area of the subdivision/development parcel(s), include the total acreage, the acreage of unsuitable land and the resulting total number of units allowed by right	N/A	
7.				Dimensions and total area of the subdivision/development parcel(s), and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subdivision/development parcel(s)	Administrative Subdivision Plan	
8.				Existing contours at intervals at a minimum of two (2) feet	Administrative Subdivision Plan	
9.				Base flood elevation data; use the North American Vertical Datum of 1988 (NAVD 88)	Administrative Subdivision Plan	
10.		F&O		Boundaries and notation of the soil types classifications for the entire area of the subdivision parcel(s) Identification of areas containing prime agricultural soils and farmland soils of statewide importance, or if no such soils are present on the site, a notation indicating such	Stormwater Analysis Report	
11.		F&O		Location of soil contaminants present on the subject parcel, if any	Cover Letter	
12.		Principle		Identification of any geologic formations on the proposed parcel(s), including rock outcroppings, cliffs, coastal features, etc.	Administrative Subdivision Plan	
13.		N/A		Location of wetlands, watercourses or coastal features within and adjacent to the parcel(s), including buffer areas as defined by RIDEM for wetlands	N/A	
14.		N/A		Location of wooded areas and areas of active agricultural use	N/A	
15.		F&O		Boundaries of applicable watersheds for the parcel(s)	Subwatershed Maps	
16.		Principle		Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls	Administrative Subdivision Plan	
17.				Location and size of existing buildings or significant above-ground structures, including stone walls, on parcels immediately adjacent to the subdivision/development parcel(s)	Administrative Subdivision Plan	
18.				Location, size, and type of all known, existing above and below ground utilities, including sewer, 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	Administrative Subdivision Plan	
19.				Location of any significant natural or cultural features,	N/A	

Amended March 14, 2024

C	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				include historic cemeteries and access, within or adjacent to the parcel(s)		
20.		F&O		Notation indicating that the subdivision/development parcel(s) (or existing structures) are located or not located within the following areas of special concern: - Natural Heritage Areas, as defined by RIDEM - The area(s) under the jurisdiction of any Special Area Management Plan (SAMP) of RI CRMC - A Groundwater Protection Overlay District - A Wellhead Protection Area - Groundwater Recharge Area - Areas within a TMDL watershed, as identified by RIDEM - A Drinking Water Supply Watershed, as defined by RIDEM - OWTS Critical Resource Area, as defined by RIDEM - National Register of Historic Places - Bristol Historic District - Tanyard Brook Watershed in Bristol - Silver Creek Watershed in Bristol	RIDEM Environmental Resource Map	
21.		Principle		Location and size of trees with a caliper of ten (10) inches or greater that are within the area proposed for disturbance or alteration	Administrative Subdivision Plan	

D. PROPOSED CONDITIONS PLAN(S) Show all items on Existing Conditions Plan as well as the following:

D	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.		N/A		Boundaries and total area of any land classified as “unsuitable for development” as defined in the Regulations	N/A	
2.		N/A		Proposed number of buildable lots	N/A	
3.		Principle		Proposed easements and rights-of-way within the subdivision parcel(s)	Administrative Subdivision Plan	
4.		Principle		Proposed lot lines, with accurate dimensions and lot areas and lot numbers, drawn so as to distinguish them from existing property lines	Administrative Subdivision Plan	
5.		F&O /JHL		Proposed structures and all accessory structures with dimensions or area indicated and total lot coverage, including proposed number of residential units per building, if applicable	Plan Set	
6.		Principle		Zoning District Dimensional Regulations of the subdivision/development parcel(s) and a Zoning Data table with the required zoning dimensions and those for the proposed project	Administrative Subdivision Plan	
7.		F&O		Proposed structure(s) and other site improvements with dimensions or area indicated for a multi-family, commercial or industrial subdivision/development and total lot coverage	Site Plan	
8.		N/A		Proposed streets, if any, with accurate areas and dimensions	N/A	
9.		F&O		Any proposed on- and/or off-site improvements including streets, access drives, loading areas, parking areas, sidewalks,	Site Plan	

D	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				pedestrian areas, and bicycle parking and/or paths		
10.		F&O		Traffic plan; include vehicular access sites showing the dimensions and location of roads, driveways, curb cuts, radii, parking as well as other off-site traffic improvements	Site Plan	
11.				Designated trash collection and recycling collection area(s)	Site Plan	
12.		Principle		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	Administrative Subdivision Plan	
13.				Location and dimensions of proposed easements and rights-of-way within the subdivision/development parcel(s), or those to be acquired adjacent to the subdivision/development parcel(s) as maybe necessary	Administrative Subdivision Plan	
14.				Proposed location, size, and type of all above ground and underground utilities servicing the property, including wastewater, water, gas, electric, transformers, stormwater drainage, hydrants, and communications or telecommunications infrastructure, as may be required for site development	Administrative Subdivision Plan	
15.				Proposals, if any, for connection with existing sanitary sewer systems, or a notation that OWTS is proposed		
16.		N/A		The locations and design details of any OWTS proposed for use within the subdivision/development, if any	N/A	
17.		N/A		If future subdivision/development is to be serviced by an OWTS, 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	N/A	
18.		N/A		Proposals, if any, for connection with existing water supply systems, or if future subdivision/development is to be serviced by on-site wells, notation of such	N/A	
19.				Concept designs for stormwater management and water quality infrastructure		
20.		F&O		Designs of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer for preliminary and final plans	Stormwater Analysis Report	
21.		JHL		Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable	TRC Supplemental Site Plan	
22.		N/A		Location, dimensions, types, and area of any land proposed to be set aside as open space or to be conveyed to the Town for public purposes	N/A	
23.		N/A		Locations and types of proposed survey and open space monumentation, if any. (Documentation that all proposed bounds have been set shall be provided prior to recording final plan)	N/A	
24.		F&O		Limits of disturbance/work relative to on-and off-site improvements and infrastructure installation	Plan Set	
25.				Proposed grading plan(s) to show contours at sufficient detail (2-foot intervals) for all on and off-site street construction,	Grading & Drainage Plan	

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				drainage facilities, and individual house lots, stamped by a licensed Professional Engineer for final plans		
26.		Traverse		Landscape plan(s), by a Landscape Architect, 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, in accordance with Appendix F	Landscape Plan	
27.				Notation of any special conditions as required by the Preliminary Plan approval		
28.		F&O		Proposed measures to minimize impacts to the natural topography of the site using the Low Impact subdivision (LID) Site Planning & Design Guidance Manual	Stormwater Analysis Report	
29.				Final construction plans including plans and any additional improvements as required as a condition of preliminary plan		
30.				For phased projects, as-built drawings for the previous phase		
31.						
32.						

E. SUPPORTING MATERIALS

E	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Copies of an aerial photograph or satellite image vicinity map drawn to a measurable scale as necessary to show the relationship of the subdivision/development parcel(s) to the area within a half-mile radius, identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations, and other significant public facilities		
2.		N/A		Renderings, elevations or photographs as may be needed to illustrate the visual impact of a proposed multi-family, commercial or industrial subdivision/development	N/A	
3.				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 use(s) and type(s) of subdivision/development proposed; 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. An estimate of the approximate population of the proposed subdivision/development, if any e. An estimate of the number of school-aged children to be housed in the proposed subdivision/development, if any. f. A general analysis of soil types and suitability for the development proposed;		

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				g. A general viewshed analysis, showing the location and extent of significant views both from and within the proposed subdivision/development parcel(s), as well as anticipated views into the property from adjacent public or private streets and properties; h. A statement of the potential fiscal impacts of the subdivision/development on the Town of Bristol expenses and revenues (See Section 6.6B)		
4.		F&O		A written, signed statement indicating the specific sections of the Regulations from which waiver and/or modification is requested; or a written signed statement indicating that no waivers and/or modifications are being requested	Cover Letter	
5.		F&O		A written signed statement indicating any specific zoning variances or modifications requested or a statement that no variances or zoning modifications are being requested.	Cover Letter	
6.		N/A		A statement from the Zoning Officer confirming the variances requested or modifications requested.		
7.		N/A		For subdivisions with freshwater wetlands present on the subdivision parcel(s), copies of either: a. An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or b. A letter of non-jurisdiction from RIDEM		
8.				If no freshwater wetlands and/or wetland buffers are depicted within the plan set, copies of an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision/development parcel(s)		
9.		N/A		Either, copies of: a. An affidavit signed by a qualified professional stating that there are no coastal features and/or buffer areas adjacent to or within the subdivision/development parcel(s); or b. A Preliminary Determination, including coastal feature verification, from the Coastal Resources Management Council		
10.		N/A		For subdivisions/developments proposing service by public water, copies of a written statement from the Bristol County Water Authority that the proposed plan, with plan revision date indicated, has been reviewed and which provides: a. Confirmation that water service is available; b. Approval of connection to the existing water main as depicted on the plan; and, If extension is proposed, approval from BCWA of the extension of the water main as depicted on the plan		
11.		N/A		For subdivisions/developments proposing service by public sewer, copies of a written statement from the Bristol Water Pollution Control Department that the		

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				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; and b. If extension is proposed, approval of extension of the sewer main as depicted on the plan		
12.		N/A		For subdivisions/developments proposing service by OWTS(s), copies of a permit issued by RIDEM.		
13.		F&O		Low Impact Development (LID) Site Planning and Design Strategies and Checklist from the RI Stormwater Design and Installation Standards Manual. Stormwater designs to meet RI Stormwater Manual Minimum Standards.	Stormwater Analysis Report	
14.				Written comments on the Plans, by the following as required: <i>REFERRALS TO THE AGENCIES BELOW WILL BE MADE BY THE PLANNING DEPARTMENT STAFF.</i> _____ Zoning Official Date _____ _____ Building Official Date _____ _____ Technical Review Committee Date _____ _____ Director of Public Works Date _____ _____ Fire Department Date _____ _____ Conservation Commission Date _____ _____ Police Department Date _____ _____ School Department Date _____ Other (specify below) _____ Date _____ Adjacent Communities _____ Date _____		
15.		F&O		Drainage calculations, by a registered professional engineer, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system	Stormwater Analysis Report	
16.		N/A		A traffic study, if required, prepared by a traffic engineer regarding the potential impact of the proposed subdivision/development on neighboring properties and roads; include all means of vehicular access to and from the site onto public streets showing driveways, curb cuts, radii, parking as well as other offsite traffic improvements necessary to ensure public safety and convenience		
17.				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		
18.		Ed		"Tax Certificate" from the Tax Collector showing that all taxes due on the parcel being subdivided have been paid to date and there are no outstanding municipal liens of the parcel	Previously Provided	

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19.				Written confirmation and/or permits from any additional required federal, state, or local agencies		
20.		F&O		Soil Erosion Sediment Control Plan	SESC Report	
21.				Written report of Phase I Environmental Site Assessment and Phase II, if indicated	Cover Letter	
22.				Written report and approval from RIDEM of an Environmental Site Assessment Phase III (Remediation Plan) if required	Cover Letter	
23.		N/A		Draft (at preliminary) or final (at final) copies of all legal documents; 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	N/A	
24.				Final copies of an irrevocable offer to convey to the Town all public streets and/or other public improvements, accompanied by a metes and bounds description		
25.		N/A		For subdivisions/developments proposing new physical access to a State right-of-way a letter evidencing the issuance of such a permit upon the submission of a bond and insurance ¹	N/A	
26.			Traverse	A Photometric Plan	Final Plan	
27.		JHL		Renderings as needed to illustrate the visual impact on abutting properties.	Renderings	
28.			JHL	Signage including location, size, design and illumination.	Final Plan	
29.				A plan with new street address numbers and new assessor's plat and lot numbers signed by the Tax Assessor.		
30.		N/A		Fiscal Impact Analysis or Environmental Analysis (Section 6.6) if required	N/A	
31.		N/A		Historic District Commission (HDC) Certificate of Appropriateness if the project requires HDC review and approval	N/A	
32.		JHL		Proposed residential density and square footage of non residential use. Floor plans to scale for each building including the use of floor space, number of units, number of bedrooms and square footage of each unit and building elevations showing exterior building design, materials, colors and height (for land developments and adaptive re-use)	Architectural Plan Set	

F. PROJECTS WITH STREETS/ROADWAYS

If your project proposes to extend or create a roadway, please complete this section. If your project does not propose to extend or create a roadway, you may skip this section.

¹ RIGL §45-23-39(d)(1)(v) states that for a state permit from the Rhode Island department of transportation, a letter evidencing the issuance of such a permit upon the submission of a bond and insurance is sufficient, but such actual permit shall be required prior to the issuance of a building permit.

F	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.				Street plans (minimum scale of 1"=40' horizontal with profiles (minimum 1"=4' vertical) indicating the street center line, curblines, and the existing elevations of the ground at the street center line, location and size of proposed sewer lines, water lines and other underground utilities; and, street cross sections showing width of right-of-way, roadway; and, sidewalks. Plan must include street names and hydrant locations approved by the Fire Chief. Plan must include proposed street light locations.		
2.				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		
3.				Stormwater management plan(s), and drainage calculations, to show accurate designs and details of proposed stormwater management and water quality infrastructure, including type, location, drainage calculations, extension of existing lines, and configuration, prepared by a Registered Professional Engineer		
4.				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 licensed Landscape Architect for final plans		
5.				Construction Cost Estimate for all improvements		
6.				Soil Erosion and Sediment Control Plan		
7.				Construction Schedule		
8.				If any Streets, Areas or Facilities are to be dedicated to the Town of Bristol, the Final Plan shall include a Statement that such dedication shall not impose any duty or responsibility upon the Town of Bristol to maintain or improve any dedicated streets, areas or facilities until specifically authorized by the Town Council Per Section 6.7 of these regulations.		

G. FEES

G	M	PR	F		Received
1.		Ed		Application Fee	
2.		Ed		Engineering Review Fee	

3.			Advertising Reimbursement	
4.			Final Plat Recording and Mapping Fees	
5.			Performance Guarantee (if applicable)	
6.			Engineering Inspection Fee	
7.			Maintenance Guarantee (if applicable)	
8.			Receipt that all other fees to outside agencies have been paid (if applicable)	

Applicant Comments on Required Items: Attach additional sheets as needed
Reviewer Comments on Required Items:

Signature of Applicant: See Application Form

Signature of Professional Land Engineer: Andrew G. Glines, See Preliminary Plan Set

Registration Number: 12281

Signature of Professional Land Surveyor: Stephen T. Long, See Administrative Subdivision Plan

Registration Number: 1930

Signature of reviewer: _____

Date of Review: _____