

MAJOR SUBDIVISION OR MAJOR LAND DEVELOPMENT CHECKLIST

Name of proposed subdivision/development:

Mt. Hope High School

Applicant Name and Address: Ana C. Riley

- Bristol Warren Regional School District 235 High Street, Bristol RI 02809

Phone Number: 401-253-4000

Email: ariley@bwrsd.com

Date of Application: 08/02/2024

Plat and Lot Number(s) of the land being subdivided/developed: AP 117, Lots 3,4,5,6,&7

August 6, 2024 [Signature]

Date Received / Initials

A COPY OF ALL PLANS AND SUPPORTING DOCUMENTS SHALL BE SUBMITTED IN DIGITAL FORM (PDF). APPLICATIONS WILL NOT BE CONSIDERED SUBMITTED FOR REVIEW OF COMPLETENESS UNTIL BOTH DIGITAL AND PAPER SUBMISSIONS ARE RECEIVED.

INSTRUCTIONS

Five Copies of the application package including all plans and supporting documents shall be provided along with a Digital Form (PDF) of the entire application package. Each plan sheet shall be a minimum size of 8 1/2x 11" and a maximum of 24" x 36" and at a scale of 1"=40' with a sufficient number of sheets to clearly show all of the information required. Upon final approval one reproducible mylar, three (3) paper copies, and one electronic AutoCAD file of all plans shall be submitted. A reduced copy (11x17) shall also be provided for each plan.

All plans required by this checklist shall show the following information (as applicable). The shaded boxes within the checklist indicate an item is **not** required at a particular stage of review. If any checklist items are marked as not applicable (NA) please provide an explanation as to why the item is not applicable in the space provided at the end of the checklist, attached additional sheets as needed.

For items required at the pre-application and master plan stage of review, conceptual design and approximate locations of required checklist items is acceptable. For items required at the preliminary and final stage of review, engineered design and proposed final locations of required checklist items shall be provided, with certification by registered Professional Engineer where required. The Administrative Officer can provide further guidance on specific checklist items.

For the LOCATION column please provide the location of the specific checklist item. This can be a plan sheet number or the name of the supporting document and page. All revisions in response to comments shall include a written statement with reply.

Review Codes are for administrative use only and are to be entered by the Administrative Officer.

Please check the applicable stage of review for the submission

Project Type: <input type="checkbox"/> Major Subdivision	Stage of Review: <input checked="" type="checkbox"/> Master Plan (M)
<input checked="" type="checkbox"/> Major Land Development	<input type="checkbox"/> Preliminary Plan (PR)
	<input type="checkbox"/> Final Plan (F)

A. FORMS AND DOCUMENTS

A	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.	X			Completed Application Form	DW 8/8/21
2.	N/A			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.	X			Narrative describing the application	DW 8/24
4.	X			Completed Project Review Application Checklist	DW 8/24

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

B	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.	X			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 - Sheet C1.1	DW 8/8
2.	X			Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans	Plan set - Sheet Cover Sheet and C1.1	DW 8/8
3.	X			Date of plan preparation and all revision date(s), if any	Plan set - Sheet C1.1	DW 8/8
4.	X			True north arrow and graphic scale	Plan set - Sheet C2.1	DW 8/8
5.	X			Site plan legend (all items displayed on site plans shall be symbolized in a legend)	Plan set - Sheet C1.1	DW 8/8
6.	X			Relevant references to deeds and recorded plans	Plan set - Survey	0
7.	X			List of sheets contained within the plan set	Plan set - Cover Sheet	DW 8-8
8.	N/A			Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable	Will be provide once available	N/A
9.	X			Names, addresses and Plat/Lot identified of abutting property owners and property within 200' of the parcel(s)	Plan set - Sheet C2.1	DW 8-8
10.	N/A			Names and address of any agencies or adjacent communities requiring notification under these regulations	Will be provide once available	TBD

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.	X			A general location map showing the relationship of the subdivision/development parcel(s) of the area within a half-mile radius	Plan set - Coversheet Appendix A - Master Plan Report page 6	DW 8-8
2.	*			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 I Property Survey is required at Master Plan for any project that is requesting a Unified Development for a dimensional variance.	Plan set - Survey	TBD

C	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
3.	X			Location of known existing easements and rights-of-way within or adjacent to the subdivision/development parcel(s)	Plan set - Survey	DW 8.8
4.	X			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)	Plan set - Survey	DW 8.8
5.	X			Zoning district(s) of the land being subdivided/developed, with zoning boundary lines shown if there is more than one district	Plan set - Sheet C2.1 Master plan report Page 8	DW 8.8
6.	N/A			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	No units will be provided for this project	N/A
7.	X			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)	Plan set - Survey	DW 8.8
8.	X			Existing contours at intervals at a minimum of two (2) feet <i>Spot elevations</i>		DW 8.8
9.	X			Base flood elevation data; use the North American Vertical Datum of 1988 (NAVD 88)	Plan set - Survey Master plan report Page 8	DW 8.8
10.	X			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	Master plan report Page 9	DW 8.8
11.	N/A			Location of soil contaminants present on the subject parcel, if any	Per the Phase I ESA completed, no additional investigations were required.	N/A
12.	X			Identification of any geologic formations on the proposed parcel(s), including rock outcroppings, cliffs, coastal features, etc.	Plan set - Survey	DW 8.8
13.	X			Location of wetlands, watercourses or coastal features within and adjacent to the parcel(s), including buffer areas as defined by RIDEM for wetlands		DW 8.8
14.	X			Location of wooded areas and areas of active agricultural use	Plan set - Survey	DW 8.8
15.	X			Boundaries of applicable watersheds for the parcel(s)	Master Plan Report page 10	DW 8.8
16.	X			Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls	Plan set - Survey	DW 8.8
17.	X			Location and size of existing buildings or significant above-ground structures, including stone walls, on parcels immediately adjacent to the subdivision/development parcel(s)	Plan set - Survey	DW 8.8
18.	X			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	Plan set - Survey	DW 8.8

X

C	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				the site or within the right of way along the property frontage		
19.	X			Location of any significant natural or cultural features, include historic cemeteries and access, within or adjacent to the parcel(s)	Plan set - Survey Master Plan report page 6	DW 8.8
20.	X			Notation indicating that the subdivision/development parcel(s) (or existing structures) are located or not located within the following areas of special concern: <ul style="list-style-type: none"> a. Natural Heritage Areas, as defined by RIDEM b. The area(s) under the jurisdiction of any Special Area Management Plan (SAMP) of 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. A Drinking Water Supply Watershed, as defined by RIDEM h. OWTS Critical Resource Area, as defined by RIDEM i. National Register of Historic Places j. Bristol Historic District k. Tanyard Brook Watershed in Bristol l. Silver Creek Watershed in Bristol 	Master Plan report pages 1-3	DW 8.8
21.	X			Location and size of trees with a caliper of ten (10) inches or greater that are within the area proposed for disturbance or alteration	Plan set - Survey	DW 8.5

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.	X			Boundaries and total area of any land classified as "unsuitable for development" as defined in the Regulations	Plan set - Survey	DW 8.8
2.	N/A			Proposed number of buildable lots	No subdivision	N/A
3.	N/A			Proposed easements and rights-of-way within the subdivision parcel(s)	No subdivision	N/A
4.	N/A			Proposed lot lines, with accurate dimensions and lot areas and lot numbers, drawn so as to distinguish them from existing property lines	No subdivision	N/A
5.	X			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 - Sheet C3.1	DW 8.8
6.	X			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	Plan Set - Sheet C3.1	DW 8.8

D	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
7.	N/A			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	No subdivision	S.S. DW
8.	N/A			Proposed streets, if any, with accurate areas and dimensions	No subdivision	N/A
9.	X			Any proposed on- and/or off-site improvements including streets, access drives, loading areas, parking areas, sidewalks, pedestrian areas, and bicycle parking and/or paths	Plan Set - C3.1-C3.4	S.S. DW
10.				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		S.S. DW
11.	X			Designated trash collection and recycling collection area(s)	Plan Set - C3.3	S.S. DW
12.				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		
13.	N/A			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	No proposed easements	N/A
14.	X			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	Plan Set - C3.1-C3.4	DW S.S.
15.	X			Proposals, if any, for connection with existing sanitary sewer systems, or a notation that OWTS is proposed	Plan Set - C3.1-C3.4	DW S.S.
16.				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	No OWST system	N/A
18.	X			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	Plan Set - C3.1-C3.4	DW S.S.
19.	X			Concept designs for stormwater management and water quality infrastructure	Plan Set - C3.1-C3.4	DW S.S.
20.				Designs of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer for preliminary and final plans		
21.	X			Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable	Plan Set - C3.1-C3.4 Master Plan Report page 3	DW S.S.
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	Plan Set - C3.1-C3.4	N/A
23.				Locations and types of proposed survey and open space monumentation, if any. (Documentation that all proposed		

D	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				bounds have been set shall be provided prior to recording final plan)		
24.				Limits of disturbance/work relative to on-and off-site improvements and infrastructure installation		
25.				Proposed grading plan(s) to show contours at sufficient detail (2-foot intervals) for all on and off-site street construction, drainage facilities, and individual house lots, stamped by a licensed Professional Engineer for final plans		
26.				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		
27.				Notation of any special conditions as required by the Preliminary Plan approval		
28.				Proposed measures to minimize impacts to the natural topography of the site using the Low Impact subdivision (LID) Site Planning & Design Guidance Manual		
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.	X			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	Master Plan Report Page 7 and 8	<i>Drawn J.S.</i>
2.	X			Renderings, elevations or photographs as may be needed to illustrate the visual impact of a proposed multi-family, commercial or industrial subdivision/development	Plan Set - XXXX	0
3.	X			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	Master Plan Report Page 1-3	<i>Drawn J.S.</i>

E	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				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; 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.	X			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 and Master Plan Report Page 1-3	<i>DW 88</i>
5.	X			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	<i>DW 88</i>
6.	N/A			A statement from the Zoning Officer confirming the variances requested or modifications requested.	No zoning requests	<i>N/A</i>
7.				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.	N/A			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)	Wetlands delineated and depicted on plan set - Survey	<i>DW 88</i>
9.				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.	X			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: c. Confirmation that water service is available; d. Approval of connection to the existing water main as depicted on the plan; and,	Attached BCWA application	<i>0</i>

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E	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				If extension is proposed, approval from BCWA of the extension of the water main as depicted on the plan		
11.	X			For subdivisions/developments proposing service by public sewer, copies of a written statement from the Bristol Water Pollution Control Department that the proposed plan, with plan revision date indicated, has been reviewed and which provides: <ul style="list-style-type: none"> 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 	Attached Bristol Water Pollution Control letter	Not an approval
12.				For subdivisions/developments proposing service by OWTS(s), copies of a permit issued by RIDEM.		
13.	X			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.	Master Plan Report page 11	Drw 8.8
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> <div style="display: flex; justify-content: space-between;"> <div> _____ Zoning Official _____ Building Official _____ Technical Review Committee _____ Director of Public Works _____ Fire Department _____ Conservation Commission _____ Police Department _____ School Department Other (specify below) _____ </div> <div> Date <u>8/14</u> Date _____ Date _____ Date _____ Date _____ Date _____ Date _____ Date <u>✓ N/A</u> Date _____ Date _____ </div> </div>		
15.				Drainage calculations, by a registered professional engineer, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system		
16.				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.	N/A			Copies of any RIDEM stormwater or other general construction permits that are required, or an affidavit,	Permitting with RIDEM will be required	Waiver till preliminary

E	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required		
18.	N/A			"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	Municipal Land	N/A
19.	N/A			Written confirmation and/or permits from any additional required federal, state, or local agencies	Will be provided once available.	water
20.				Soil Erosion Sediment Control Plan		
21.				Written report of Phase I Environmental Site Assessment and Phase II, if indicated		
22.				Written report and approval from RIDEM of an Environmental Site Assessment Phase III (Remediation Plan) if required		
23.				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		
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.				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		
26.	X			A Photometric Plan	Plan Sheet - XXXX	TBD
27.	X			Renderings as needed to illustrate the visual impact on abutting properties.	Plan Sheet - XXXX	TBD
28.	X			Signage including location, size, design and illumination.	Plan Sheet - XXXX	TBD
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	Not required for school developments	N/A
31.				Historic District Commission (HDC) Certificate of Appropriateness if the project requires HDC review and approval		
32.	N/A			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,	Not required for school developments	N/A

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.

E	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
				colors and height (for land developments and adaptive re-use)		

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.

F	M	PR	F	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
1.	N/A			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.	No roadway improvements or new roads are proposed	
2.	N/A			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	No roadway improvements or new roads are proposed	
3.	N/A			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	No roadway improvements or new roads are proposed	
4.	N/A			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	No roadway improvements or new roads are proposed	
5.				Construction Cost Estimate for all improvements		
6.	N/A			Soil Erosion and Sediment Control Plan	No roadway proposed	
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.				Application Fee	
2.				Engineering Review Fee	TBD
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: _____
 Signature of Professional Land Engineer: _____
 Registration Number: _____

Signature of Professional Land Surveyor: _____
 Registration Number: _____

Signature of reviewer: _____
 Date of Review: _____

