



# Major Subdivision & Land Development Checklist

Name of proposed subdivision/development: \_\_\_\_\_

Preparer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Plat and Lot Number(s) of the land being subdivided/developed: \_\_\_\_\_

\_\_\_\_\_  
Date Received / Initials

## INSTRUCTIONS

Please **verify applicability** of items in question prior to submittal and **email initial submission** for review to [planning@cranstonri.org](mailto:planning@cranstonri.org) prior to printing documents. **Digital copies of all submissions are required.**

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 each section of the checklist.

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 City Planning Department can provide further guidance on specific checklist items.

*Review Codes are for administrative use only: **Item Confirmed – Yes (Y), No (N), Partial (P), or Not Applicable (NA)***

**Please check the applicable stage of review for the submission:**

Project Type: <input type="checkbox"/> Major Subdivision <input type="checkbox"/> Major Land Development	Stage of Review: <input type="checkbox"/> Pre-Application with Staff (PA) <input type="checkbox"/> Concept Review with City Plan Commission (CR) <input type="checkbox"/> Master Plan (M) <input type="checkbox"/> Preliminary Plan (PR) <input type="checkbox"/> Final Plan (F)
Check if requesting zoning relief for this stage of review: <input type="checkbox"/> Unified Development Review	

**A. FORMS AND DOCUMENTS**

A	PA CR	M	PR	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.					1 digital copy of all plans and application materials	
2.					2 paper copies of the plan set (24"x 36")	
3.					Major Subdivision Application	
4.					Relevant Filing Fee (See G.)	
5.					Radius package from the Tax Assessor Office	
6.					All relevant supporting materials as determined during Pre-Application Conference/Concept Review or as conditioned by an approval	
7.					All relevant supporting materials as conditioned by Master/Preliminary Plan Approval	
Checklist Item #		Applicant Comments on Required Forms/Documents:				
Checklist Item #		Reviewer Comments on Required Forms/Documents:				

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

B	PA CR	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
1.					*Name of the proposed subdivision/land development project	
2.					*Plat and lot number(s) of land being subdivided/developed	
3.					*Address/Location of Subdivision or Development	
4.					Name and address of the applicant(s)	
5.					Name and address of property owner(s)	
6.					*Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans	
7.					*Date of plan preparation and all revision date(s), if any	
8.					*True north arrow and graphic scale	
9.					Site plan legend (all items displayed on site plans shall be symbolized in a legend)	
10.					*Relevant references to deeds and recorded plans	
11.					*List of sheets contained within the plan set	
12.					*Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable	
13.					*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	
14.					Names and addresses of adjoining communities or agencies requiring notification under these regulations	

**C. EXISTING CONDITIONS PLAN(S)**

C	PA CR	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
1.					A general location map showing the relationship of the subject parcel(s) of the area within a half-mile radius	
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	
3.					Relevant references to deeds and recorded plans	
4.					District Dimensional Regulations of the subject parcel(s)	
5.					Zoning district(s) of the land being subdivided/developed, with zoning boundary lines shown if there is more than one district	
6.					Notes referencing any relevant previous zoning relief including conditions of approval	
7.					Density calculations based upon the exclusion of unsuitable land from the total land area of the subject parcel(s), include the total acreage, the acreage of unsuitable land and the resulting total number of units allowed by right	
8.					Dimensions and total area of the subject parcel(s), and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subject parcel(s)	
9.					Existing contours at intervals at a minimum of five (5) feet	
10.					Existing contours at intervals at a minimum of two (2) feet	
11.					FEMA Flood Map	
12.					Base flood elevation data; use the North American Vertical Datum of 1988 (NAVD 88)	
13.					Plat and lot numbers of all abutting properties	
14.					Boundaries and notation of the soil types classifications for the entire area of the subdivision parcel(s)	
15.					Location of soil contaminants present on the subject parcel	
16.					Location of Phase III Remediation Plan area, if required by RIDEM	
17.					Location of wetlands, watercourses or coastal features within and adjacent to the parcel(s), including buffer areas as defined by RIDEM for wetlands	
18.					If no wetlands or coastal features are depicted within the plan set, an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subject parcel(s)	
19.					Boundaries of applicable watersheds for the parcel(s)	
20.					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	
21.					Location of wooded areas and areas of active agricultural use	
22.					Identification of any geologic formations on the proposed parcel(s), including rock outcroppings, cliffs, coastal features, etc.	
23.					Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls	
24.					Location and size of existing buildings or significant above-ground structures, including stone walls, on parcels immediately adjacent to the subject parcel(s)	

C	PA CR	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
25.					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 subject parcel(s)	
26.					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	
27.					Location of known existing easements and rights-of-way within or adjacent to the subject parcel(s)	
28.					Location of any significant natural or cultural features, include historic cemeteries and access, within or adjacent to the parcel(s)	
29.					Location and size of trees with a caliper of fifteen inches or greater that are within the area proposed for disturbance or alteration	
30.					Notation indicating that the subject parcel(s) (or existing structures) are located or not located within the following areas of special concern: <ul style="list-style-type: none"> <li>a. Natural Heritage Areas, as defined by RIDEM</li> <li>b. The area(s) under the jurisdiction of any Special Area Management Plan (SAMP) of RI CRMC</li> <li>c. A Groundwater Protection Overlay District</li> <li>d. A Wellhead Protection Area</li> <li>e. Groundwater Recharge Area</li> <li>f. Areas within a TMDL watershed, as identified by RIDEM</li> <li>g. OWTS Critical Resource Area, as defined by RIDEM</li> <li>h. A Drinking Water Supply Watershed, as defined by RIDEM</li> <li>i. National Register of Historic Places</li> <li>j. Cranston Historic District</li> </ul>	
Checklist Item #		Applicant Comments on Required Items:				
Checklist Item #		Reviewer Comments on Required Items:				

**D. PROPOSED CONDITIONS PLAN(S)**

D	PA CR	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
1.					Boundaries and total area of any land classified as "unsuitable for development" (see definition in Subdivision Regulations)	
2.					Proposed number of buildable lots	
3.					Proposed easements and rights-of-way within the subdivision parcel(s)	
4.					Proposed lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines	
5.					Proposed structures and all accessory structures with dimensions or area indicated for a residential subdivision and total lot coverage, including proposed number of residential units per building, if applicable	

D	PA CR	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
6.					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	
7.					Proposed streets, if any, with accurate areas and dimensions	
8.					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	
9.					Rough traffic plan; include locations of proposed access, parking areas, and possible off-site traffic improvements	
10.					Preliminary traffic plan; include proposed access sites showing the general dimensions and location of roads, driveways, curb cuts, radii, parking, EMS access, as well as other off-site traffic improvements. Commercial/Industrial sites must demonstrate delivery vehicle turning movements.	
11.					Final traffic plan; include vehicular access sites showing detailed dimensions and location of roads, driveways, curb cuts, radii, parking as well as other off-site traffic improvements	
12.					If proposed, notation as to whether the proposed street extension or creation is to be private or public	
13.					Designated trash collection area(s)	
14.					Location and dimensions of proposed easements and rights-of-way within the subject parcel(s), or those to be acquired adjacent to the subject parcel(s) as maybe necessary	
15.					Proposed location, size, and type of all utilities servicing the property, including wastewater, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be required for site development	
16.					Proposals, if any, for connection with existing sanitary sewer systems, or a notation that OWTS is proposed	
17.					The locations and design details of any OWTS proposed for use within the subdivision/development	
18.					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	
19.					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	
20.					Designs of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer for final plans	
21.					Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable	
22.					Location, dimensions, types, and area of any land proposed to be set aside as open space or to be conveyed to the City for public purposes	
23.					Locations and types of proposed survey and open space monumentation, if any	
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	

D	PA CR	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
26.					Landscape plan(s), 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	
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.					Proposed zoning relief	
31.					Proposed waivers	
32.					For phased projects, as-built drawings for the previous phase	
Checklist Item #		Applicant Comments on Required Items:				
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**E. PROJECTS WITH STREET CREATION/EXTENSIONS**

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

E	PA CR	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
<b>Required Elements in the Plans</b>						
1.					Roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure, and proposed street names	
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.					Notation as to whether the proposed street extension or creation is to be private or public	
<b>Required Supporting Materials</b>						
1.					City Engineer memo of approval and performance guarantee amount	
2.					Draft Roadway deed	
3.					Draft public improvement guarantee	
Checklist Item #		Applicant Comments on Required Items:				
Checklist Item #		Reviewer Comments on Required Items:				

**F. SUPPORTING MATERIALS (determined during Pre-Application Conference with staff)**

F	PA CR	M	PR	F	ELEMENT REQUIRED	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 subject 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.					Renderings, elevations or photographs as may be needed to illustrate the visual impact of a proposed multi-family, commercial or industrial subdivision/development	
3.					A narrative report or written statement including: <ul style="list-style-type: none"> <li>a. A general description of the existing physical environment and existing use(s) of the property;</li> <li>b. A general description of the use(s), type(s), and density of subdivision/development proposed;</li> <li>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;</li> <li>d. Proposed waiver(s) from Subdivision Regulations</li> <li>e. Proposed zoning relief</li> <li>f. A general analysis of soil types and suitability for the development proposed;</li> <li>g. A general viewshed analysis, showing the location and extent of significant views both from and within the proposed subject parcel(s), as well as anticipated views into the property from adjacent public or private streets and properties;</li> <li>h. A description of proposed phasing, if any.</li> </ul>	
4.					<u>If requesting zoning relief under UDR:</u> A narrative report describing requested zoning relief citing relevant sections of the Zoning Ordinance AND provide evidence towards each of the required findings in RIGL §45-24-41.(d) & (e).	
5.					For lots containing or impacting <u>freshwater wetlands</u> or <u>tidal waters and their tributaries</u> , copies of either: <ul style="list-style-type: none"> <li>a. A RIDEM wetlands permit, if required</li> <li>b. A letter of non-jurisdiction from RIDEM</li> </ul>	
6.					A Preliminary Determination, including coastal feature verification, from the Coastal Resources Management Council if subject lot(s) is within 200' of a coastal shoreline	
7.					Approval letter from RI Coastal Resources Management Council if subject lot(s) is within 200' of a coastal shoreline	
8.					<u>If proposing service by public water</u> , copies of a written statement from the Department of Public Works that the proposed plan, with plan revision date indicated, has been reviewed and which provides: <ul style="list-style-type: none"> <li>a. Confirmation that water service is available;</li> <li>b. Approval of connection to the existing water main as depicted on the plan;</li> <li>c. If extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan.</li> </ul>	



F	PA CR	M	PR	F	ELEMENT REQUIRED	REVIEW CODE
9.					If proposing service by public sewer, copies of a written statement from the Department of Public Works that the proposed plan, with plan revision date indicated, has been reviewed and which provides: <ul style="list-style-type: none"> <li>a. Confirmation that sewer service is available;</li> <li>b. Approval of connection to the existing sewer main as depicted on the plan; and</li> <li>c. If an extension of the sewer main is proposed, approval of extension from DPW as depicted on the plan.</li> </ul>	
10.					If proposing septic and on-site wastewater treatment systems, copies of a RIDEM OWTS permit must be provided.	
11.					Copies of drainage calculations, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system	
12.					A traffic study, if required, prepared by a traffic engineer regarding the impact of the proposed subdivision/development on neighboring properties and roads	
13.					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	
14.					Municipal Lien Certificate (MLCs) from the Tax Collector showing taxes are paid	
15.					Written confirmation and/or permits from any additional required federal, state, or local agencies	
16.					Soil Erosion Sediment Control Plan	
17.					Phase I Environmental Site Assessment and Phase II, if requested	
18.					RIDEM Approved Environmental Site Assessment Phase III (Remediation Plan)	
19.					Draft or 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	
20.					Final copies of an irrevocable offer to convey to the City all public streets and/or other public improvements, accompanied by a metes and bounds description	
21.					If proposing new physical access or alteration to access to a State right-of-way a letter evidencing the issuance of a RIDOT Physical Alteration Permit	
22.					Location, type, intensity and direction of illumination of all outdoor lighting fixtures.	
23.					Signage including location, size, design and illumination	
Checklist Item #		Applicant Comments on Required Items:				
Checklist Item #		Reviewer Comments on Required Items:				



**G. FEES**

Payment of fees shall be made only via checks made out to "City of Cranston"

G	PA	CR	M	PR	F		Received?
1.						Pre-Application Conference with Staff: <i>No fees</i>	
2.						Concept Review with City Plan Commission: \$100 + 20 per unit*	
3.						Master Plan Review Fee: \$500 + 75 per unit*	
4.						UDR Filing Fee if applicable (see UDR fee table below)	
5.						Preliminary Plan Review Fee: \$500 + 75 per unit*	
6.						Final Plan Review Fee: \$200 + 35 per unit*	
7						Radius Package (collected at the City Assessor's Office, 1st floor City Hall, 869 Park Ave. Cranston RI 02910): \$75.00	
8.						<i>For public hearings:</i> Beacon Communications advertising fee (determined after advertising, paid directly to BC)	
						Capital Facilities Development Impact Fee: Eastern Cranston: \$593.46 / dwelling unit Western Cranston: \$1,389.50 / dwelling unit	
10.						Final Decision Recording Fee (\$49 for each decision + \$1 per additional page) – submitted <u>AFTER</u> Final Plan approval	
11.						Final Plan Recording Fee (\$49 for plat map + \$1 per additional page) – submitted <u>AFTER</u> Final Plan approval	

\*For residential developments the unit fee is per residential unit. For commercial/industrial developments, and non-residential elements of Mixed Used Planned Districts, unit fees are assessed per developed acre or per 1,000 square feet of gross floor area, whichever is greater.

### Additional Filing Fees for Unified Development Review

*The UDR Fee is applied for each structure, use or lot that requires zoning relief. If multiple structures or uses require zoning relief on the same lot, the fee will be applied for each structure and/or use requiring zoning relief on that lot.*

Residence, single-family dwellings (incl. additions/alternations & ADUs)	\$150.00
Residence, two-family dwellings (incl. additions/alterations)	\$300.00
Multi-family units and condos (incl. additions/alterations)	\$450.00 + \$50.00/unit
Commercial and industrial buildings up to 5,000 SF. (incl. additions/alterations)	\$550.00
Commercial and industrial buildings 5,000–10,000 SF. (incl. additions/alterations)	\$800.00
Commercial and industrial buildings over 10,000 SF. (incl. additions/alterations)	\$1,050.00

**H. Materials to be submitted after Approval of Final Plan**

H	ELEMENT REQUIRED	REVIEW CODE
1.	2 paper copies (24"x36") of the record plan (applicant may supply additional copies for Administrative Officer approval)	
2.	3 paper copies (24"x36") of the Final Plan set	
3.	1 mylar (24"x36") of the record plan for recording	
4.	Final Decision and Plan Recording Fees (see Table G)*	
5.	<i>For street creation/extension:</i> submission of improvement guarantee and 2% inspection fee	
6.	AutoCAD .DWG files compatible with ArcGIS Pro and located in the RI state plane coordinate system that, at a minimum, include parcel lines, zoning lines and dimension annotation ( <i>Land Developments where no lot lines are created, moved, or removed are exempt</i> )	

\* The Final Decision is valid up to 1 year after recording. Vesting becomes permanent once the Record Plan is recorded.

Signature of Applicant or Applicant Representative: \_\_\_\_\_

Signature of reviewer: \_\_\_\_\_

Date of Review: \_\_\_\_\_