



Stage of Development

Preliminary Plan

Final Plan

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Completed Application Form

- 1 original copy of the application form signed by applicant and ALL property owners, as well as all attorneys, engineers, architects, etc. that are working on the project.

Application Fees:

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Application Filing Fee

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Engineering Inspection Fee

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Payment in lieu of open space dedication, if applicable

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Recording fee

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Class I Survey depicting proposed subdivision, stamped and signed by a Professional Land Surveyor.

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Electronic version (.pdf) of all submitted plans and documents.

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Affidavit of Notice, and the names and addresses of abutting property owners within a two hundred (200) foot radius of the subject parcel(s) and names and addresses of agencies and/or communities requiring notification as required by these regulations and Rhode Island state law.
(400' notice required for A-40 zone, see regulations.)

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Written confirmation from the Rhode Island Department of Environmental Management (RIDEM) pursuant to its rules and regulations governing the enforcement of the Freshwater Wetland AQJ, and any subsequent amendments thereto, that plans of the proposed subdivision, including and required off-site construction, have been reviewed, and indicates that the Wetland Act either does or does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration, if the the biologist certifies the presence of wetlands.

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Two (2) copies of a drainage plan and calculations prepared by a registered engineer showing the measures to be taken to control erosion and sedimentation control during and following the development and all drainage facilities, establishing that the proposed drainage system is adequate to service the drainage area in which the development is located. The drainage system shall be designed in accordance with Article 14.0 of the Subdivision and Land Development Regulations.



City of Warwick

Application Checklist - Minor Subdivision or Land Development

Application Checklist, continued:

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Proposed street names, if applicable.

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Landscape plan prepared by a registered landscape architect, which complies with the city's zoning ordinance, with planting plan and specifications for street trees, landscaping of drainage structures, restoration and re-vegetation for erosion and sedimentation controls, and restoration of existing disturbed open space.

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Written approval of the proposed subdivision, including any off-site construction, from the Rhode Island Coastal Resources Management Council in the form of an Assent as provided in the Rhode Island Coastal Resources Management Program, if applicable.

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A Physical Alteration Permit issued by the Rhode Island Department of Transportation for any connection to or construction work within a State highway or other right-of-way, if applicable.

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Preliminary Subdivision Suitability Determination by the Rhode Island Department of Environmental Management for the use of onsite wastewater treatment systems (OWTS) within the proposed subdivision or development.

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All other state and federal agency approvals, as applicable. (RIDOT, RIDEM, CRMC, RIHPHC, RIAC, FAA, ACOE, etc.)

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Draft copies of all legal documents describing the property, including proposed easements and rights-of-way, dedications, restrictions, or other required legal documents.

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Performance bond or other financial guarantees (with the initial amount to be set by the Planning Board).

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Maintenance bond for acceptance of public improvements, if applicable.

Either of the following:

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a. A letter stating it is the intent of the applicant to complete the required improvements.

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b. A letter requesting that security be set by the Planning Board sufficient to cover the cost of required improvements.

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Such other information as may be required by the Planning Department or the Planning Board.



City of Warwick

Application Checklist - Minor Subdivision or Land Development

Plan Drafting Standards

All plans submitted for this application must meet the following drafting standards.

- Two (2) copies (11' x 17' or larger) with the following information:
 - Blue or black line prints prepared by a professional land surveyor at a scale no smaller than 1"=40". The scale may be modified with the permission of the Administrative Officer.
 - Name of proposed subdivision, name and address of property owner(s) and/or applicant(s), and surveyor.
 - Date prepared, with revision box to identify all changes from previous submissions.
 - Graphic scale and true north arrow.
 - Base flood elevation data.
 - Location and dimensions of existing property lines, easements, and rights of way within or adjacent to the subdivision parcel(s).
 - Perimeter boundary line of the subdivision, drawn so as to distinguish them from other property lines.
 - Grading plan to show existing and proposed contours in at least two-foot contours on the site and best available contours within a one hundred (100) foot perimeter of the site.
 - Plan and profiles and cross-sections of all proposed streets and utilities, if applicable.
 - Existing and proposed lot area(s) and dimensions of lot(s) being subdivided.
 - Plat and lot number(s) of the parcels being subdivided.
 - Zoning district(s) of the parcel(s) being subdivided. If more than one district, zoning boundary lines must be shown.
 - Existence of any overlay district, as defined in the zoning ordinance that the proposed development falls within.
 - Limits of existing tree cover and physical features of special interest (e.g. existing historic buildings, large trees, stone walls, historic cemeteries) on or immediately adjacent to the property.
 - Location and surveyed boundaries of any coastal or freshwater wetlands, water bodies, coastal features, or flood zones.
 - Location and size of existing and proposed buildings, structures, utilities, wells, onsite wastewater treatment systems, and improvements.
 - Location and dimensions of all existing and proposed utilities within and immediately adjacent to the subdivision or land development, including sewer, water, gas, electric, telecommunications, fire alarm, hydrants, utility poles, stormwater drainage or any other existing above or underground utilities.
 - Location, width, and names of existing public and private streets within or immediately adjacent to the parcel(s) being subdivided.
- Plans shall include a certification that all plans and improvements conform to all standards of the State of Rhode Island Board of Registration for Land Surveyors for a Class 1 survey.
- Deed book and page references. Plan Book and Page numbers must be shown, if appropriate.