



Town of Coventry - Subdivision and Land Development Regulations  
**CHECKLIST: MAJOR LAND DEVELOPMENTS & MAJOR SUBDIVISIONS - FINAL**

Preparer: \_\_\_\_\_ Assessors Plat: \_\_\_\_\_ Lot: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Name of Project: \_\_\_\_\_

Email and Fax Number: \_\_\_\_\_

**\*\*A copy of all plans shall be submitted in digital format (PDF)**

Please refer to the Submission Requirements for Minor/Major Subdivision and Land Development Projects for support in completing your application. For cluster developments, refer to the separate checklist for Cluster Development Final Submissions rather than the Final Submission category on this checklist.

All plans required by this Checklist shall show the following information (if applicable). If any checklist item appears to be inapplicable, please explain in the space provided after the checklist.

C	App Code	ELEMENT REQUIRED	LOCATION (PAGE #)	REVIEW CODE
		<b>A. EXISTING CONDITIONS PLAN INFORMATION</b>		
		Name of the proposed subdivision		
		Name, address and telephone of property owner (s), applicant(s) and legal counsel.		
		Name, address and telephone number of preparer		
		Date of plan preparation, with revision date(s) (if any)		
		Graphic scale (approximately 1" = 40'), true north arrow		
		Map legend (items displayed on all maps/plans shall be symbolized in a legend)		
		Plat and lot number(s) of the land being subdivided		
		Name, address, phone & stamp of Registered Engineer or Land Surveyor responsible for the plans		
		Acreage of parcel to the nearest hundredth acre		
		Zoning district(s) and fire district(s) of the land being subdivided. If more than one district, zoning boundary lines and fire district lines must be shown		
		Perimeter boundary lines of the subdivision or phase, drawn to distinguish them from other property lines		
		Location and dimensions of existing property lines within or adjacent to the subdivision parcel, including easements, driveways, and rights-of-way		
		Location, width and names of existing streets, existing street ties (Location where existing streets meet proposed subdivision street.) curb cuts, sidewalks, curve data within and immediately adjacent to the subdivision parcel		
		Location of existing wooded areas, notation of existing ground cover, any trees over 50 years old		
		Location of any unique natural or manmade and/or historic features, including stone walls, rock outcroppings, embankments and retaining walls, and existing structures listed on the National Historic Register		
		Location of wetlands or watercourses on site and within 200 feet of the perimeter of the subdivision parcel		
		Location and elevation of 100 year flood plain		
		Areas of existing agricultural use (if any)		
		Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision		
		Location of historic cemeteries within or immediately adjacent to the subdivision (if any) If any, approval by the Town Council of a proposal for perpetual care of cemeteries on the lot _____		
		Location and dimensions of all existing utilities within and immediately adjacent to the subdivision, including: _____ sewer _____ phone, cable, TV _____ gas _____ water _____ fire alarm, hydrants _____ above and underground water storage tanks _____ electric _____ utility poles _____ stormwater drainage facilities _____ other proposed above or underground utilities		
		Notation on plan if the subdivision parcel(s) are located within any of the following areas:		



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		land proposed to be set aside as open space or dedicated to the town (or fees in lieu of land). This plan shall also contain a proposed maintenance element		
		Location of proposed shopping facilities (if any)		
		Detailed Building Elevations for each façade ___ Identify building elevations for each façade ___ Identify façade orientation ___ Dimensions of façade elements, including height and width <i>If proposal includes nonresidential/commercial uses, also include:</i> ___ Location, material and colors of windows, doors and framing ___ Materials and colors of all building elements and structures		
		Notation of special conditions of approval imposed by the Planning Commission (if any)		
		Notation of any Special Local, State or Federal Approvals/Permits Required		
		Certification by a Registered Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations as prepared by the Rhode Island Society of Professional Land Surveyors, Inc., April 1994, as amended. Measurement standards for surveys shall meet the minimum standards for Class I surveys		
		<b>D. Construction Drawings</b>		
		Final construction plans including plans of any additional improvements as required by the Planning Commission as a condition of approval		
		For phased projects, as-built drawings for the previous phase		
		<b>E. SUPPORTING MATERIALS</b>		
		Phasing schedule, if applicable		
		Traffic Study (if required by the Planning Commission)		
		Parking Plans (Parking layout with spaces numbered per aisle and totaled, parking space calculations based on Articles XII, XVI and XVII of the Subdivision Rules and Regulations)		
		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 off-site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration		
		In lieu of item 74 above, an affidavit signed by a qualified professional (a wetlands biologist or a Registered Professional Engineer) stating that there are no freshwater wetlands present on or within 200 feet of the property being subdivided		
		Written confirmation that Kent County Water Authority has reviewed the plan and is able to provide water service		
		Town Council approval for connection to sewers.		
	2.	A signed affidavit attesting that notice was sent by first class mail to all abutters.		
		Notation of any Special Local, State or Federal Approvals/Permits Required: Approval letter from applicable Fire District___ Preliminary Determination Application for Wetlands (DEM)___ Wetlands (In)significant Alteration Permit___ RIDEM Wetlands Delineation___ RIPDES Permit___ RIDOT PAP___ Special Use Permit___ Variance(s)___ Waiver(s)___ Other(s)_____		
		PROOF OF SPECIAL PERMIT APPLICATION SUBMISSION IS SUFFICIENT FOR PRELIMINARY PLAN SUBMISSION. FINAL PERMIT APPROVAL MAY BE REQUIRED FOR FINAL PLAN APPROVAL.		
		Certificate(s) from the Tax Collector, fire district, and sewer authority (if applicable) showing that all taxes and fees due on the parcel being subdivided have been paid for a period of five (5) years prior to filing of the final plat and that there are no outstanding municipal liens on the parcel		
		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 necessary)		
		Two copies of any deed restrictions on the land, including wetlands		

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		disclosure for all lots requiring individual RIDEM approval concerning wetlands		
		Two (2) copies of highway deeds		
		Two (2) copies of easement deeds (drainage, power, etc.)		
		Two (2) copies of deeds to land dedicated to Town for recreation use, open space or fees in lieu of land Amount \$ _____		
		Two original signed copies of all legal documents describing the property, including proposed easements and rights-of-way, dedications, restrictions, or other required legal documents Specify: _____ _____		
		Two signed copies of an irrevocable offer to dedicate to the Town all public streets and/or other public improvements, accompanied by a metes and bounds description of said areas or measurements as otherwise depicted on the final recorded plans		
		Residential Compound Association and maintenance agreement, if required		
		Cluster agreements, if required		
		Any additional requirements of the Planning Commission: _____		
		Notice of a public hearing of the preliminary plan shall be sent to all abutters at least fourteen (14) days before the hearing.		
		Two (2) copies of the certification of Cash Guarantee with the Town		
		Performance guarantees or other financial guarantees Initial Amount \$ _____ Date set by Planning Commission _____		
		Maintenance guarantees for acceptance of public improvements (if applicable) Amount \$ _____ Date of Acceptance _____ Description _____ Date of Expiration _____		
		Appropriate Signature block on final plans for recording (shall contain a line each for the Planning Commission Chairman, Planning Director and date. In the case that the plans are to be approved administratively, the signature block shall contain a line for the Administrative Officer)		
		<b>F. PAYMENT OF REQUIRED FEES</b> ALL CHECKS ARE TO BE MADE OUT TO THE TOWN OF COVENTRY		
		Filing Fee - \$500 + \$20 per unit		
		Maintenance guarantees (no letters of credit or insurance bonds allowed) Amount \$ _____ Date set by Planning Commission _____		
		Fees in-lieu-of land dedication Amount \$ _____		
		Inspection fee - two (2) percent of the total amount of guarantees paid to the Town (non-refundable) Amount \$ _____		
		Cemetery perpetual care fee, if required Amount \$ _____		
Checklist Item #	Applicant Comments on Required Forms/Documents:			
Checklist Item #	Reviewer Comments on Required Forms/Documents:			

*I hereby certify that the information presented in this application is true and accurate to the best of my knowledge.*

\_\_\_\_\_  
PREPARER

\_\_\_\_\_  
DATE