



SUBMISSION INSTRUCTIONS & APPLICATION REQUIREMENTS CHECKLIST – DEVELOPMENT PLAN REVIEW

(Include relevant completed checklist with each stage of review)

Application Instructions:

Pre-Application (No fee)

Before submitting a development plan, an applicant is encouraged to meet with a staff member of the Planning Office to discuss the proposed project and to establish which of the requirements set forth in the Development Plan Review Checklist might be waived. The required contents of the development plan submission will depend on the scope and complexity of the proposed project, as determined by the Administrative Officer/Town Planner.

Preliminary Plan Review (\$500 + \$20 per unit*)

Preliminary plan review includes full review of engineering plans depicting existing and proposed site conditions, proposed construction, a property line survey, all permits required by State or Federal agencies prior to commencement of construction, including permits related to freshwater wetlands, the coastal zone, floodplain, preliminary suitability for Onsite Wastewater Treatment Systems (OWTS) or public sewer, public water systems, and road access and connections. Written comments and/or approvals will be received from reviewing agencies and Town departments prior to the Planning Board's consideration of the development plan. In addition to the appropriate standards set forth in Article XI and Article XII of the Zoning Ordinance, compliance with the standards contained in Westerly Code §260-45F is required for review and disposition of applications for development plan approval.

*Unit is defined as one apartment, condominium, townhouse, or commercial space in a retail complex.

Final Plan Review (\$100)

Final plan review may be completed by the Administrative Officer and includes review of any outstanding items identified during preliminary plan review that are required prior to and/or upon completion of construction. Any revision to the development plan determined by the Town Planner to be a substantial modification will require submission of the application for final plan approval to the Planning Board.

Submission of Application:

- Submit one (1) paper copy of all application materials, including the Project Review Form, Project Team Form, relevant Checklist of Requirements for current phase of Development Plan Review, all supporting documentation, and one (1) full-sized (24-inch by 36-inch) plan set, to the Office of Planning, along with required application fee in the form of a check made out to "Town of Westerly" to the following address:

Town Planner, Office of Planning, Westerly Town Hall
45 Broad Street, Westerly, RI 02891

- Submit all application materials electronically (in PDF format and shapefiles, as applicable) to Planning@westerlyri.gov, or via mail on CD.

Note: One (1) additional paper copy of select application materials may be needed for each seated Planning Board member, including plan sets on 11-inch by 17-inch sheets. The exact number of paper copies required will be requested prior to the meeting and are not needed upon initial application submission.

PRE-APPLICATION REQUIREMENTS CHECKLIST

Page 1 of 3

All **Pre-application** submissions shall contain the following information, in addition to items identified on the application form. Check all that apply, and provide a written statement explaining any item(s) determined by the applicant to be not applicable:

REQUIRED PERMITS/DOCUMENTATION FROM OTHER AGENCIES:

- (Required for all applications)**
1. Zoning Board submittal and Zoning Official Opinion
-

PROJECT PLAN SET:

Project Plan Set must be prepared, signed, and stamped by a land-use design professional such as a professional engineer or professional land surveyor or architect licensed in the State of Rhode Island, with a Class 1 survey, at a scale of one (1) inch equals 40 feet, unless other scale is approved by the Administrative Officer. Project Plan Set shall include the following:

- 1. All plan view sheets shall contain the following information:
 - a. Name and address of property owner(s), applicant, and engineer
 - b. Date of plan preparation, with revision date(s)
 - c. Plat and lot of project parcel and abutting properties
 - d. North arrow and graphic scale (except on detail sheets)
- 2. Existing conditions sheet (separate from proposed conditions), including the following:
 - a. Lot dimensions and area in square feet or acres.
 - b. Existing structures and their relationship and distances from lot boundaries.
 - c. Zoning district(s) and overlays, front, side, and rear yard setbacks for each property (i.e., building envelope)
 - d. FEMA flood hazard zone, with associated base flood elevation, if applicable.
 - e. Wetland and/or coastal feature boundaries, and associated RIDEM or CRMC buffers, if present. Include date of site investigation and wetland biologist who performed any wetland delineations on the property. If verified by RIDEM or CRMC, date verified.
 - f. Notes stating whether or not the development will be located in any National Historic District, Natural Heritage Areas, areas managed by a Special Area Management Plan (SAMP), or OWTS Critical Resource Area. And if any historic cemeteries, homes, or buildings are on the parcel.
 - g. Existing topography at two-foot intervals.
 - h. Existing landscaping and/or natural vegetation, including existing tree line and any trees larger than 15 inches in diameter.

PRE-APPLICATION REQUIREMENTS CHECKLIST

Page 2 of 3

- i. Existing Streets, 911 address, wells, septic system.
 - j. Any unique site conditions or features (e.g., stone walls, retaining walls fences, exposed bedrock, etc.)
 - k. Existing utilities, including sewer, water, gas, electric, wells, OWTS, telecommunications or other above or belowground utilities, and stormwater drainage features.
 - l. Existing easements and rights of way on the parcel, with notation of Book and Page reference to Westerly Land Evidence Records.
3. Proposed conditions sheet (may be multiple sheets if deemed necessary), including all information from existing conditions sheet using symbology to easily distinguish between existing and proposed (i.e., faded symbology for existing conditions, darker symbology for proposed), with the following additional information:
- a. Proposed structures/features, and their relationship and distances from lot boundaries. Include any accessory structures/features, such as fences, walls, etc.
 - b. Proposed utilities, including sewer, water, gas, electric, OWTS, wells, or other above or belowground utilities.
 - c. Proposed stormwater management features.
 - d. Proposed topography at two-foot intervals, including detailed site grading.
 - e. Proposed driveways, parking areas, and walkways.
 - f. Proposed landscaping and vegetation clearing limits.
 - g. Table stating project meets all dimensional requirements for the zoning district and/or specific use.
 - h. North arrow and graphic scale
 - i. Proposed easements and rights of way on the parcel.
 - j. Approximate location, dimension, and area of any land proposed to be set aside preserved land or open space.
 - k. Approximate location, dimension, and area of any land for conveyance to Town of Westerly for stormwater drainage purposes.
 - l. Soil erosion and sediment controls appropriate for construction.
 - m. Proposed phasing of construction, including timing of such phasing, and any site restoration work.

SUPPORTING MATERIALS:

- 1. Vicinity map encompassing the area within ½ mile of the development parcel, showing the following information:
 - a. Locations of all streets, existing lot lines, zoning district boundaries and zoning overlay districts.
 - b. Location of schools, parks, fire station, and other significant public facilities shall be indicated and labeled on the locus map.
 - c. Identify conservation land, FEMA flood hazard areas, wetlands and watercourses (indicate whether areas have been delineated or are based on RIGIS mapping), Natural Heritage Areas, areas managed by Special Area Management Plan (SAMP), and onsite wastewater treatment system (OWTS) Critical Resource Areas.
 - d. Identify commercial and residential uses within 500 feet of the property.
- 2. A thorough and complete Narrative Description including, but not limited to, the following information:
 - a. Existing conditions, including use of the property (and historic uses if relevant to proposed use, constraints to development or relief sought), topography, soil types, upland and wetland vegetation, existing structures, environmental conditions, and any other supporting information. Site photographs may be helpful for the description. Provide any relevant reports regarding existing conditions (e.g., wetland delineation report, national register information, etc).
 - b. Proposed conditions, and comparison of proposed conditions with the existing conditions on the site. Description should include any building demolition, tree clearing, environmental remediation, and removal/replacement of accessory structures, such as fences, stone walls, etc.
 - c. If the project will be phased, include a phasing plan that discusses the progression of site work (e.g. roads and infrastructure) and building construction.
- 3. Thorough written description of how the proposed project meets the provisions of the Zoning Ordinance. This should be complete and reflect the testimony you intend to present to the Board in support of your application. Include in the narrative:
 - a. Development standards identified in Section 260-45F of Article IX of the Zoning Ordinance.
 - b. Discussion of the developments consistency with each applicable standard identified in Article XI and/or Article XII of the Zoning Ordinance.
 - c. If you are seeking relief from any provisions of the Zoning Ordinance explain the nature and scope of the relief sought and reason for that relief.

PRELIMINARY PLAN REVIEW REQUIREMENTS CHECKLIST

Page 1 of 5

All **Preliminary Plan Review** applications shall contain the following information, in addition to items identified on the application form. Check all that apply, and provide a written statement explaining any item(s) determined by the applicant to be not applicable:

REQUIRED PERMITS/DOCUMENTATION FROM OTHER AGENCIES:

(Required for all applications)

(Required by Ordinance)

Submitted Approved N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Zoning Board submittal and Zoning Official Opinion*
*If no Zoning Permit is required, per the Zoning Official, Notice of Public Information Meeting will be required during Planning Board review. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Architectural Review Board (ARB) submittal and Advisory Opinion from the ARB. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Approved DPW alteration permit (i.e. "curb cut" permit), if work is proposed within Town right of way |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Approved RIDOT Physical Alteration Permit (PAP), if work is proposed within State right of way |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Approved RIDEM RIPDES Permit and approved plan set, if stormwater permit required (can be waived if proof of submission is provided) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Approved RIDEM OWTS Permit and approved plan set, if OWTS proposed (can be waived if proof of submission is provided) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Approved RIDEM Freshwater Wetlands Permit and approved plan set (can be waived if proof of submission is provided), if project has potential to affect freshwater wetlands |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Approved RICRMC Preliminary Determination, if project has potential to affect coastal wetlands or coastal features. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Approved RIDOH Hydraulic Mapping, if project involves blasting |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Approved RIDOH Comments – Pre-Blast Survey results, if project involves blasting |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. FAA-approved 7460 application, or Letter from RIAC that such approval is not needed, if project is located within FAA Part 77 Surfaces for Westerly Airport and/or within the Airport Overlay District |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Other (please specify: _____) |

PRELIMINARY PLAN REVIEW REQUIREMENTS CHECKLIST

Page 2 of 5

PROJECT PLAN SET:

Project Plan Set must be prepared by a Professional Engineer or Professional Land Surveyor, as required by Rhode Island General Laws, with a Class 1 survey, at a scale of one inch equals 40 feet, unless other scale is approved by the Administrative Officer. Project Plan Set shall include the following:

- 1. All plan view sheets shall contain the following information:
 - a. Name and address of property owner(s), applicant, and engineer
 - b. Date of plan preparation, with revision date(s)
 - c. Plat and lot of project parcel and abutting properties
 - d. North arrow and graphic scale (except on detail sheets)
- 2. Existing conditions sheet (separate from proposed conditions), including the following:
 - a. Lot dimensions and area in square feet or acres.
 - b. Existing structures, and their relationship and distances from lot boundaries.
 - c. Zoning district(s) and overlays, and front, side, and rear yard setbacks for each property (i.e., building envelope)
 - d. FEMA flood hazard zone, with associated base flood elevation, if applicable.
 - e. Wetland and/or coastal feature boundaries, and associated RIDEM or CRMC buffers, if present. Include date of site investigation and wetland biologist who performed any wetland delineations on the property. If verified by RIDEM or CRMC, date verified.
 - f. Location of any Natural Heritage Areas, areas managed by a Special Area Management Plan (SAMP), or OWTS Critical Resource Area.
 - g. Existing topography at two-foot intervals.
 - h. Existing landscaping and/or natural vegetation, including existing treeline and any trees larger than 15 inches in diameter.
 - i. Existing Streets, 911 address, wells, septic system.
 - j. Any unique site conditions or features (e.g., stone walls, fences, exposed bedrock, etc.)
 - k. Location of historic cemeteries, homes, or areas otherwise listed on the National Register of Historic Places.
 - l. Existing utilities, including sewer, water, gas, electric, wells, OWTS, telecommunications or other above or belowground utilities, and stormwater drainage features.
 - m. Existing easements and rights of way on the parcel, with notation of Book and Page reference to Westerly Land Evidence Records.
- 3. Proposed conditions sheet (may be multiple sheets if deemed necessary), including all information from existing conditions sheet using symbology to

PRELIMINARY PLAN REVIEW REQUIREMENTS CHECKLIST

Page 3 of 5

easily distinguish between existing and proposed, with the following additional information:

- a. Proposed structures/features, and their relationship and distances from lot boundaries. Include any accessory structures/features, such as fences, walls, etc.
 - b. Proposed utilities, including sewer, water, gas, electric, OWTS, wells, or other above or belowground utilities.
 - c. Proposed stormwater management features.
 - d. Proposed topography at two-foot intervals, including detailed site grading.
 - e. Proposed driveways, parking areas, and walkways.
 - f. Proposed landscaping and vegetation clearing limits.
 - g. Table stating project meets all dimensional requirements for the zoning district and/or specific use.
 - h. Proposed easements and rights of way on the parcel.
 - i. Approximate location, dimension, and area of any land proposed to be set aside preserved land or open space.
 - j. Approximate location, dimension, and area of any land for conveyance to Town of Westerly for stormwater drainage purposes.
 - k. Soil erosion and sediment controls appropriate for construction.
 - l. Proposed phasing of construction, including timing of such phasing, and any site restoration work.
4. Detail/cross-section sheets relevant for project review, such as stormwater management features, OWTS, structure heights (fences, walls, buildings), sediment and erosion controls, excavation depths, etc.

SUPPORTING MATERIALS:

Provided N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Written request for waiver of any application requirements, and description of any requirements indicated "N/A" on checklist. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Shapefiles or CAD files of delineated wetlands, watercourses, and/or CRMC-designated coastal features on or within 200 feet of the site, if available. |
| <input type="checkbox"/> | | 3. Vicinity map encompassing the area within ½ mile of the development parcel, showing locations of all street, existing lot lines, and zoning district boundaries. Schools, parks, fire station, and other significant public facilities shall be indicated and labeled on the locus map. Identify commercial and residential uses within 500 feet of the property. |

PRELIMINARY PLAN REVIEW REQUIREMENTS CHECKLIST

Page 4 of 5

Provided N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 4. One (1) copy of a soils map of the development parcel and 200-foot area surrounding, and a general analysis of soil types and suitability for the development proposed. If any USDA-designated prime agricultural soils are within the development parcel, the soils map shall be marked to show the location of said prime agricultural soils. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. A Narrative Description including the following information: <ul style="list-style-type: none">a. Existing conditions, including use of the property (and historic uses if relevant), topography, soil types, upland and wetland vegetation, existing structures, and any other supporting information. Site photographs may be helpful for the description. Provide any relevant reports regarding existing conditions (e.g., wetland delineation report).b. Proposed conditions, and comparison of proposed conditions with the existing conditions on the site. Description should include any building demolition, tree clearing, and removal/replacement of accessory structures, such as fences, rock walls, etc. If the project will be phased, include a phasing plan.c. Thorough written description of how the proposed project meets the development standards identified in Section 260-45F of Article IX of the Zoning Ordinance, as well as applicable standards identified in Article XI and/or Article XII of the Zoning Ordinance. This should be complete and reflect the testimony you intend to present to the Board in support of your application.d. If you project is located within the Shoreline Change or Salt Ponds Special Area Management Plan (SAMP) Planning Boundary, provide a description of how your project meets the guidelines outlined in the appropriate plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. If wetlands and/or coastal features exist on the site, or within 200 feet of the site, provide a wetland delineation report and opinion on the effect of the proposed project on these features, prepared by a wetland biologist. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Stormwater management report and operation and management plan, as needed, including drainage calculations prepared by a Professional Engineer, and letter from the Town Engineer indicating approval of the stormwater drainage plan. |

PRELIMINARY PLAN REVIEW REQUIREMENTS CHECKLIST

Page 5 of 5

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Soil erosion and sediment control plan, as needed, per requirements detailed in Westerly Code §A260-30. Plan should include site winterization plans in case project carries over multiple construction seasons. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. A traffic analysis prepared by a Professional Engineer regarding existing roadway capacity and traffic counts, projected average daily vehicle trips, and peak-hour trips generated by the proposed project. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. If new service by public water and/or sewer is proposed, evidence should be provided indicating that the existing systems are capable of supplying such services. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. If toxic or hazardous materials are to be used or stored onsite, a plan should be prepared by a register or licensed professional regarding use, containment, and disposal of such toxic or hazardous materials on or offsite. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. If easements, rights-of-way, dedications, or restrictions exist or are proposed on the property, provide two signed copies of all legal documents available. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. If public notice is required for the project, provide the following: <ul style="list-style-type: none">a. One (1) copy of a 200-foot radius map depicting Assessor's Map/Lot of the project area, and name/address of property owners of record within 200 feet of development parcel.b. (required prior to public hearing) One (1) copy of a completed Affidavit of Notice for advertised and mailed notice of Public Information Meeting. <p><i>Please see Westerly Code §A261-28 for posting requirements.</i></p> |

FINAL PLAN REVIEW REQUIREMENTS CHECKLIST

Page 1 of 2

All **Final Plan Review** applications shall contain the following information, in addition to items identified on the application form. Check all that apply, and provide a written statement explaining any item(s) determined by the applicant to be not applicable:

REQUIRED PERMITS/DOCUMENTATION FROM OTHER AGENCIES (if N/A explain in written description):

Provided **N/A**

- | | | | |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Approved Zoning Permit (please specify: _____) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Bonds Posted (please specify: _____) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Recordings of easements, rights-of-way, dedications, or restrictions required |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Approved RIDEM RIPDES Permit and approved plan set, if stormwater permit required |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Approved RIDEM OWTS Permit and approved plan set, if OWTS proposed |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | Approved RIDEM Freshwater Wetlands Permit and approved plan set, if project has potential to affect freshwater wetlands |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | Other (please specify: _____) |
-

SUPPORTING MATERIALS (if N/A explain in written description):

Provided **N/A**

- | | | | |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Any required outstanding information identified during Development Plan Review, including conditions and revisions as required by local, state, and/or federal reviewing agencies. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | A "Record Plan." Paper sheet size of 24" x 36" at a scale not to be smaller than 1" = 100'. More than one sheet may be needed to clearly show all of the information required. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.). Record Plan(s) shall also be submitted electronically via email or on CD in AutoCAD .dwg or GIS shapefile format and as a PDF. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | One copy of all signed legal documents (i.e. proposed easements and rights-of-way, dedications, restrictions or other). One original signed copy of an irrevocable offer to convey to the town all public streets and/or other public improvements, accompanied by a metes and bounds description of said areas and/or deed transferring land proposed for dedication to the town for public use or other qualified group or agency for open space purposes. Legal documents shall be accompanied by a letter of approval from the town solicitor. |

FINAL PLAN REVIEW REQUIREMENTS CHECKLIST

Page 2 of 2

Provided	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	4.	Arrangements for completion of the required public improvements, including construction schedule and/or financial guarantees.
<input type="checkbox"/>	<input type="checkbox"/>	5.	Certificate from the Tax Collector showing that all taxes due on the parcel being subdivided have been paid for a period of five years prior to filing the final plat and that there are no outstanding municipal liens on the parcel

INSPECTIONS/VERIFICATIONS OF CONSTRUCTION:

Upon completion of Final Plan Review, further inspections/verifications of Construction will be required. Upon completion of construction, **As-Built Drawings must be submitted to the Office of Planning for verification that construction was completed in compliance with the Final Plans.**