



**City of Woonsocket, Rhode Island  
WOONSOCKET PLANNING BOARD**

**MAJOR SUBDIVISION OR MAJOR LAND DEVELOPMENT CHECKLIST**

The applicant shall submit to the Administrative Officer of the Woonsocket Planning Board two (2) regular-sized (24x36") and fifteen (15) reduced (11x17) legible copies and an electronic version of the proposed *Major Subdivision or Major Land Development Master Plan* for review. The scale shall not be smaller than 1"=40'. At a minimum, the following information shall be provided. Failure to provide the following information will result in the application being certified "incomplete" and no *Certificate of Completeness* will be issued until all such information is received and certified as complete by the Administrative Officer. All requirements are listed in §6 *Major Subdivision & Land Development* of the *Subdivision and Land Development Regulations of the City of Woonsocket, Rhode Island*. A copy of the *Subdivision Regulations* is available online at [woonsocket.ri.org](http://woonsocket.ri.org). Click on Code of Ordinances under City Government. Then click on Code of Ordinances on *ClerkBase*. Finally, click on Appendix B-*Subdivision Regulations*.

Every submission must also be accompanied by a *Major Subdivision or Major Land Development —Master Plan, Application* which is signed and notarized by the property owner(s), and the appropriate application fee. Please see the fee schedule to determine the correct fee, or contact the Administrative Officer directly.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Subdivision: \_\_\_\_\_  
Assessor's Plat: \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Date: \_\_\_\_\_  
Name of Person Completing Form: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone # \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*(Use this form as your checklist)*

1. ☐ Information on the natural and built features of the surrounding neighborhood;
2. ☐ Existing natural and man-made conditions of the development site,

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- including topographic features;
3. ☐ Freshwater wetland boundaries;
  4. ☐ Floodplains;
  5. ☐ Proposed design concept;
  6. ☐ Proposed public improvements and dedications;
  7. ☐ Tentative construction phasing;
  8. ☐ Potential neighborhood impacts; and
  9. ☐ Name and address of all property owners within 200-feet of the perimeter of the entire property under consideration for subdivision or land development

Fee Schedule:

As of *September 11, 2017*, the appropriate fee for a Major Subdivision or Major Land Development Master Plan is four hundred dollars (\$400.00) for the first lot and fifty dollars (\$50.00) for each additional lot on the preliminary plan, plus seven dollars and fifty cents \$7.50 per abutter as defined in § 7 of the Subdivision Regulations, plus the actual experienced by the City for advertising (City will bill the applicant). Make check payable to: *City Treasurer, City of Woonsocket, Rhode Island*.

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Certification:

As Administrative Officer of the Woonsocket Planning Board, I certify that the above-submitted *Major Subdivision & Major Land Development-Master Plan Checklist* is complete and that the Application for *Major Subdivision & Major Land Development* can move forward under the *Subdivision & Land Development Regulations of the City of Woonsocket, Rhode Island*.

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Administrative Officer

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Date

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**Major Subdivision & Major Land Development**  
**Preliminary Plan for Major Subdivision Checklist**

The applicant shall submit to the Administrative Officer of the Woonsocket Planning Board two (2) regular-sized (24x36") and fifteen (15) reduced (11x17) legible copies and an electronic version of the proposed *Major Subdivision or Major Land Development Preliminary Plan* for review. The scale shall not be smaller than 1"=40'. At a minimum, the following information shall be provided. Failure to provide the following information will result in the application being certified "incomplete" and no *Certificate of Completeness* will be issued until all such information is received and certified as complete by the Administrative Officer. All requirements are listed in §6 *Major Subdivision & Land Development* of the *Subdivision and Land Development Regulations*

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of the City of Woonsocket, Rhode Island. A copy of the *Subdivision Regulations* is available online at [woonsocket.ri.org](http://woonsocket.ri.org). Click on Code of Ordinances under City Government. Then click on Code of Ordinances on ClerkBase. Finally, click on Appendix B-Subdivision Regulations.

Every submission must also be accompanied by a Major Subdivision or Major Land Development —Preliminary Plan, Application which is signed and notarized by the property owner(s), and the appropriate application fee. Please see the fee schedule to determine the correct fee, or contact the Administrative Officer directly.

1. ☐ Name of the proposed subdivision or land development.
2. ☐ Name(s) and address(s) of the applicant(s) and property owner(s).
3. ☐ Name(s) and address(es) and telephone number(s) of land surveyor(s) and/or engineer.
4. ☐ Assessor's map and lot number for each parcel of land involved in the proposed subdivision or land development plan and for each parcel of abutting land.
5. ☐ Names, addresses of all owners of properties, agencies, or communities requiring notification as required in § 7 of the regulations.
6. ☐ Zoning district classification(s) of all land involved in the proposed subdivision along with the minimum building setbacks for that zone.
7. ☐ Information on any decision on a variance, special use permit, or appeal made by the zoning board applicable to the subdivision of the land or its development.
8. ☐ Date of preparation of the plan, and dates of revisions of the plan.
9. ☐ Scale of the drawing, which shall be no smaller than one inch equals forty feet (1"=40')
10. ☐ North Arrow, including source.
11. ☐ Location and configuration of existing streets, alleys, railroads, utilities and existing structures and improvements.
12. ☐ Location and configuration of existing and proposed lots and easements.
13. ☐ Area and street frontage of each proposed lot.
14. ☐ Location of all existing structures, including distance of existing structures from any existing and proposed property lines.
15. ☐ Contours at a minimum of two (2) foot intervals to show plainly the slope of the land
16. ☐ Location and extent of existing mature vegetation and distinctive natural features;
17. ☐ Direction of drainage flow, location and capacity of existing and proposed drainage facilities;
18. ☐ Location of all existing and proposed utilities.
19. ☐ Existing and proposed use of all lots
20. ☐ Designation of any land proposed for public dedication, and the conditions of such dedication, if applicable.
21. ☐ Names and locations of adjacent streets, alleys, subdivisions, railroads, water bodies, wetlands, public lands and utilities, adjoining the

- property.
22. ☐ Preliminary street profiles showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision or land development plan;
  23. ☐ Ground water elevations and statements of subsoil conditions;
  24. ☐ Any cross sections and/or details as required by the division engineer;
  25. ☐ Location map showing the physical relationship of the tract proposed for subdivision or land development to areas within a one-half (1/2) mile radius of the perimeter of said tract; and
  26. ☐ Signature of a Land Surveyor or engineer licensed to practice in the State of Rhode Island on the subdivision plan, which certifies the plan as correct and in conformance with the Class I survey requirements.
  27. ☐ Location map showing the physical relationship of the tract for subdivision or land development to areas within a one-half (1/2) mile radius of the perimeter of said tract.
  28. ☐ All permits required by state or federal agencies prior to commencement of construction, including permits related to freshwater wetlands, floodplains, preliminary suitability for individual septic disposal systems, public water systems, and connections to state roads.
  29. ☐ Final written comments and/or approvals of the department of public works, the police department, the fire department, the division engineer, the city solicitor, other local government departments, commissions, or authorities as appropriate.

Fee Schedule:

As of *September 11, 2017*, the appropriate fee for a Major Subdivision or Land Development Preliminary Plan is four hundred fifty dollars (\$450.00) for the first lot and twenty-five dollars (\$25.00) for each additional lot on the preliminary plan, plus seven dollars and fifty cents (\$7.50) per abutter as defined in § 7 of the *Subdivision Regulations*, plus the actual cost to the City for advertising. (City will bill the applicant. Make check payable to: *City Treasurer, City of Woonsocket, Rhode Island*.)

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Certification:

As Administrative Officer of the Woonsocket Planning Board, I certify that the above-submitted *Minor Subdivision & Land Development-Preliminary Plan Checklist* is complete and that the Application for *Minor Subdivision & Land Development* can move forward under the *Subdivision & Land Development Regulations of the City of Woonsocket, Rhode Island*.

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Administrative Officer

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Date

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## **Major Subdivision & Major Land Development** **Final Plan for Major Subdivision Checklist**

The applicant shall submit to the Administrative Officer of the Woonsocket Planning Board two (2) regular-sized (24x36") and fifteen (15) reduced (11x17) legible copies and an electronic version of the proposed *Major Subdivision or Major Land Development Final Plan* for review. The scale shall not be smaller than 1"=40'. At a minimum, the following information shall be provided. Failure to provide the following information will result in the application being certified "incomplete" and no *Certificate of Completeness* will be issued until all such information is received and certified as complete by the Administrative Officer. All requirements are listed in §6 *Major Subdivision & Land Development* of the *Subdivision and Land Development Regulations of the City of Woonsocket, Rhode Island*. A copy of the *Subdivision Regulations* is available online at [woonsocket.ri.org](http://woonsocket.ri.org). Click on Code of Ordinances under City Government. Then click on Code of Ordinances on *ClerkBase*. Finally, click on Appendix B-*Subdivision Regulations*; however any applicant should consult with the Department of Planning Relative to any changes or updates in the regulations.

Every submission must also be accompanied by a *Major Subdivision or Major Land Development —Final Plan, Application* which is signed and notarized by the property owner(s), and the appropriate application fee. Please see the fee schedule to determine the correct fee, or contact the Administrative Officer directly.

1. ☐ Name of the proposed subdivision or land development;
2. ☐ Name(s) and address(es) of the applicant(s) and property owner(s);
3. ☐ Name(s), address(es) and telephone number(s) of the land surveyor(s) and/or engineer(s);
4. ☐ Assessor's map and lot number for each parcel of land involved in the proposed subdivision or land development and for each abutting parcel of land;
5. ☐ Zoning district classification(s) of all land involved in the proposed subdivision or land development along with the applicable minimum building setbacks required for that zone;
6. ☐ Information on any decision on a variance, special permit, or appeal made by the Zoning Board applicable to the subdivision of the land or its development;
7. ☐ Date of preparation of the plan, and the dates of all revisions to the plan;
8. ☐ Scale of the drawing, which shall be no smaller than one inch equals forty feet (1" = 40');
9. ☐ North arrow including source;
10. ☐ Locations and configurations of existing and proposed streets, alleys, railroads, lots and easements;
11. ☐ Area and street frontage of each proposed lot;
12. ☐ Location of all existing structures, including distance of existing structures from any existing and proposed property lines;
13. ☐ Contours at a minimum of two (2) foot intervals to show plainly the slope of the land;
14. ☐ Location and area of all known water bodies and wetlands;
15. ☐ Location and extent of existing mature vegetation and distinctive natural features;
16. ☐ Direction of drainage flow, location and capacity of existing and proposed drainage facilities;

17. ☐ Location of all existing and proposed utilities;
18. ☐ Existing and proposed use of all lots;
19. ☐ Designation of any land proposed for public dedication, and conditions of such dedication, if any;
20. ☐ Names and locations of adjacent streets, alleys, subdivisions, railroads, water bodies, wetlands, public lands and utilities on immediately adjoining properties;
21. ☐ Ground water elevations and statements of subsoil conditions;
22. ☐ Any cross sections and/or details as required by the division engineer;
23. ☐ Location map showing the physical relationship of the tract proposed for subdivision or land development to areas within a one-half (1/2) mile radius of the perimeter of said tract.
24. ☐ All permits required by state or federal agencies prior to commencement of construction, including permits related to freshwater wetlands, floodplains, preliminary suitability for individual septic disposal systems, public water systems, and connections to state roads.
25. ☐ Final written comments and/or approvals of the department of public works, the police department, the fire department, the division engineer, the city solicitor, other local government departments, commissions, or authorities as appropriate.
26. ☐ Metes and bounds description;
27. ☐ Legal documents describing any proposed easements and rights-of-way; and,
28. ☐ All supporting materials required by the planning board when the application was granted preliminary plan approval;
29. ☐ Arrangements for completion of the required public improvements, including construction schedule and/or financial guarantees
30. ☐ Certification by the tax collector that all property taxes are current. (to be provided by the Administrative Officer.
31. ☐ For phased projects, the final plan for the phases following the first phase shall be accompanied by copies of the as-built drawings not previously submitted for all existing public improvements for prior phases.

#### Fee Schedule:

As of *September 11, 2017*, the appropriate fee for a Major Subdivision or Major Land Development *Final Plan* involving the extension of creation of a street is four hundred dollars (\$400.00) for the first lot and twenty-five dollars (\$25.00) for each additional lot on the final plan. Make check payable to: *City Treasurer, City of Woonsocket, Rhode Island*.

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#### Certification:

As Administrative Officer of the Woonsocket Planning Board, I certify that the above-submitted *Major Subdivision & Major Land Development-Final Plan Checklist* is complete and that the Application for Major Subdivision or Major Land Development-Final Plan can move forward under the *Subdivision & Land Development Regulations of the City of Woonsocket, Rhode Island*.

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Administrative Officer

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Date

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**PRE-APPLICATION REVIEW**  
**MAJOR SUBDIVISION OR LAND DEVELOPMENT PROJECT**

As of September 11, 2017, the appropriate fee for a Pre-Application Conference before the Planning Board is three hundred dollars (\$300.00) for the first lot and twenty-five dollars (\$25.00) for each additional lot.