



City of Woonsocket, Rhode Island

PLANNING BOARD
MAJOR SUBDIVISION / LAND DEVELOPMENT PROJECT
MASTER PLAN STAGE OF REVIEW – SUBMITTAL CHECKLIST

Updated November 7, 2023

Every submission shall be accompanied by an [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.

The Applicant shall submit to the Administrative Officer four (4) full-sized (24”x36”), eight (8) reduced (11”x17”) legible copies and an electronic version of the proposed *Major Subdivision or Major Land Development Project – Master Plan* for review. The scale shall not be smaller than 1”=40’. All requirements are listed in §6 *Major Subdivision & Land Development* of the [Subdivision and Land Development Regulations of the City of Woonsocket, Rhode Island](#).

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.

Date: _____
Name of Project: _____
Address: _____
Assessor’s Plat: _____ Lot(s) _____
Date: _____
Name of Person Completing Form: _____
Title: _____
Telephone #: _____ E-mail: _____

(Use this form as your checklist)

1.	<input type="checkbox"/>	Information on the natural and built features of the surrounding neighborhood;
2.	<input type="checkbox"/>	Existing natural and man-made conditions of the development site, including topographic features;
3.	<input type="checkbox"/>	Freshwater wetland boundaries;

4.	<input type="checkbox"/>	Floodplains;
5.	<input type="checkbox"/>	Proposed design concept;
6.	<input type="checkbox"/>	Proposed public improvements and dedications;
7.	<input type="checkbox"/>	Tentative construction phasing;
8.	<input type="checkbox"/>	Potential neighborhood impacts; and
9.	<input type="checkbox"/>	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:

The fee for a Major Subdivision / Major Land Development Project – Master Plan is *four hundred dollars* (\$400.00) for the first lot, and *fifty dollars* (\$50.00) for each additional lot on the Master Plan, plus *seven dollars and fifty cents* (\$7.50) per abutter as defined in §7 of the Subdivision Regulations, plus *the full cost of newspaper advertisement*, which shall be separately billed directly to the Applicant by the newspaper.

Make check payable to: *City of Woonsocket, RI.*

Certification of Completeness:

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

 Administrative Officer
 Jonas Bruggemann, City Planner

 Date

**MAJOR SUBDIVISION / MAJOR LAND DEVELOPMENT PROJECT
PRELIMINARY PLAN STAGE OF REVIEW – SUBMISSION CHECKLIST**

Updated November 7, 2023

Every submission shall be accompanied by an [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.

The Applicant shall submit to the Administrative Officer four (4) full-sized (24”x36”), eight (8) reduced (11”x17) legible copies and an electronic version of the proposed *Major Subdivision or Major Land Development Project – Preliminary Plan* for review. The scale shall not be smaller than 1”=40’. All requirements are listed in §6 *Major Subdivision & Land Development* of the [Subdivision and Land Development Regulations of the City of Woonsocket, Rhode Island](#).

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.

1.	<input type="checkbox"/>	Name of the proposed subdivision or land development.
2.	<input type="checkbox"/>	Name(s) and address(s) of the Applicant(s) and property Owner(s).
3.	<input type="checkbox"/>	Name(s) and address(es) and telephone number(s) of Rhode Island licensed land surveyor(s) and/or Rhode Island licensed civil engineer(s).
4.	<input type="checkbox"/>	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. Example: (Map__ Lot__-__).
5.	<input type="checkbox"/>	Names, addresses of all owners of properties, agencies, or communities requiring notification as required in §7 of the Regulations.
6.	<input type="checkbox"/>	Zoning district classification(s) of all land involved in the proposed subdivision along with the minimum building setbacks for that zone.
7.	<input type="checkbox"/>	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.	<input type="checkbox"/>	Date of preparation of the plan, and dates of revisions of the plan.
9.	<input type="checkbox"/>	Scale of the drawing, which shall be no smaller than one-inch equals forty feet (1”=40’).
10.	<input type="checkbox"/>	North Arrow, including source.
11.	<input type="checkbox"/>	Location and configuration of existing streets, alleys, railroads, utilities and existing structures and improvements.
12.	<input type="checkbox"/>	Location and configuration of existing and proposed lots and easements.
13.	<input type="checkbox"/>	Area and street frontage of each proposed lot.
14.	<input type="checkbox"/>	Location of all existing structures, including distance of existing structures from any existing and proposed property lines.
15.	<input type="checkbox"/>	Contours at a minimum of two (2) foot intervals to shown plainly the slope of the land.

16.	<input type="checkbox"/>	Location and extent of existing mature vegetation and distinctive natural features;
17.	<input type="checkbox"/>	Location and area of all known waterbodies and wetlands;
18.	<input type="checkbox"/>	Direction of drainage flow, location and capacity of existing and proposed drainage facilities;
19.	<input type="checkbox"/>	Existing and proposed use of all lots;
20.	<input type="checkbox"/>	Designation of any land proposed for public dedication, and the conditions of such dedication, if applicable;
21.	<input type="checkbox"/>	Names and locations of adjacent streets, alleys, subdivisions, railroads, water bodies, wetlands, public lands and utilities, adjoining the property;
22.	<input type="checkbox"/>	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.	<input type="checkbox"/>	Ground water elevations and statements of subsoil conditions;
24.	<input type="checkbox"/>	Any cross sections and/or details as required by the DPW: Engineering Division;
25.	<input type="checkbox"/>	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;
26.	<input type="checkbox"/>	Signature of a Land Surveyor or Professional 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.	<input type="checkbox"/>	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.
28.	<input type="checkbox"/>	Final written comments and/or approvals of the Department of Public Works, the Police Department, the Fire Department, the City Solicitor, other local government departments, commissions, or authorities as appropriate.
29.	<input type="checkbox"/>	Copies of all legal documents describing the property, proposed easements, and rights-of-way (submitted separately).

Fee Schedule:

The fee for a Major Subdivision or Land Development Project – 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 full cost of newspaper advertisement*, which shall be separately billed directly to the Applicant by the newspaper.

Make check payable to: *City of Woonsocket, RI.*

Certification of Completeness:

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

Administrative Officer
Jonas Bruggemann, City Planner

Date

MAJOR SUBDIVISION / MAJOR LAND DEVELOPMENT PROJECT
FINAL PLAN STAGE OF REVIEW – SUBMISSION CHECKLIST

Updated November 7, 2023

Every submission shall be accompanied by an [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.

The Applicant shall submit to the Administrative Officer four (4) full-sized (24”x36”), eight (8) reduced (11”x17”) legible copies and an electronic version of the proposed *Major Subdivision or Major Land Development Project – Final Plan* for review. The scale shall not be smaller than 1”=40’. All requirements are listed in §6 *Major Subdivision & Land Development* of the [Subdivision and Land Development Regulations of the City of Woonsocket, Rhode Island](#).

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.

1.	<input type="checkbox"/>	Name of the proposed subdivision or land development;
2.	<input type="checkbox"/>	Name(s) and address(es) of the applicant(s) and property owner(s);
3.	<input type="checkbox"/>	Name(s), address(es) and telephone number(s) of the Rhode Island licensed land surveyor(s) and/or Rhode Island licensed civil engineer(s);
4.	<input type="checkbox"/>	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. Example: (Map__ Lot__-__);
5.	<input type="checkbox"/>	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.	<input type="checkbox"/>	Information on any decision on a variance, special permit, or appeal made by the Zoning Board of Review applicable to the subdivision of the land or its development;
7.	<input type="checkbox"/>	Date of preparation of the plan, and the dates of all revisions to the plan;
8.	<input type="checkbox"/>	Scale of the drawing, which shall be no smaller than one-inch equals forty feet (1”=40’);
9.	<input type="checkbox"/>	North Arrow including source;
10.	<input type="checkbox"/>	Locations and configurations of existing and proposed streets, alleys, railroads, lots, and easements;
11.	<input type="checkbox"/>	Area and street frontage of each proposed lot;
12.	<input type="checkbox"/>	Location of all existing structures, including distance of existing structures from any existing and proposed property lines;
13.	<input type="checkbox"/>	Contours at a minimum of two (2) foot intervals to show plainly the slope of the land;
14.	<input type="checkbox"/>	Location and area of all known water bodies and wetlands;
15.	<input type="checkbox"/>	Location and extent of existing mature vegetation and distinctive natural features;

16.	<input type="checkbox"/>	Direction of drainage flow, location, and capacity of existing and proposed drainage facilities;
17.	<input type="checkbox"/>	Location of all existing and proposed utilities;
18.	<input type="checkbox"/>	Existing and proposed use of all lots;
19.	<input type="checkbox"/>	Designation of any land proposed for public dedication, and conditions of such dedication, if any;
20.	<input type="checkbox"/>	Names and locations of adjacent streets, alleys, subdivisions, railroads, water bodies, wetlands, public lands, and utilities on immediately adjoining properties;
21.	<input type="checkbox"/>	Street profiles showing existing ground surface at center line, left gutter line and right gutter line, and proposed street grades labeled at datum lines, every fifty (50) foot section, and all components of vertical curves, including extensions for a reasonable distance beyond the limits of the proposed subdivision or land development plan;
22.	<input type="checkbox"/>	Ground water elevations and statements of subsoil conditions;
23.	<input type="checkbox"/>	Any cross sections and/or details as required by the DPW: Engineering Division;
24.	<input type="checkbox"/>	Location map showing the physical relationship of the tract proposed for subdivision or land development to areas within a one-half (½) mile radius of the perimeter of said tract;
25.	<input type="checkbox"/>	All permits required by state or federal agencies prior to commencement of construction, including permits related to freshwater wetlands, floodplains, preliminary suitability for individual onsite wastewater treatment systems, public water systems, and connections to state roads.
26.	<input type="checkbox"/>	Final written comments and/or approvals of the Department of Public Works, the Police Department, the Fire Department, the City Solicitor, other local government departments, commissions, or authorities as appropriate;
27.	<input type="checkbox"/>	Metes and bounds description(s);
28.	<input type="checkbox"/>	Legal documents describing any proposed easements and rights-of-way;
29.	<input type="checkbox"/>	All supporting materials required by the Planning Board when the application was granted Preliminary Plan approval;
30.	<input type="checkbox"/>	Arrangements for completion of the required public improvements, including construction schedule and/or financial guarantees;
31.	<input type="checkbox"/>	A Municipal Lien Certificate, (MLC) indicating that all property taxes are current; and,
32.	<input type="checkbox"/>	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:

The fee for a *Major Subdivision or Major Land Development Project – Final Plan* 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 of Woonsocket, RI.*

Certification of Completeness:

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

Administrative Officer
Jonas Bruggemann, City Planner

Date

MAJOR SUBDIVISION OR LAND DEVELOPMENT PROJECT
PRE-APPLICATION CONFERENCE

Updated November 7, 2023

As of May 4, 2021, 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.