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Filing Code

CUMBERLAND PLANNING DEPARTMENT

SUBDIVISION AND DEVELOPMENT PROJECT CHECKLIST

Project name _____

Applicant name _____

Application Class		Stage		Date Submitted
Major Development	☐	Pre-Application	☐	_____
Minor Development	☐	Master Plan	☐	_____
Administrative Subdivision	☐	Preliminary	☐	_____
		Final Plan	☐	_____

(Shaded areas indicate item not required for that application)

All Applications					
	Completed?				
	Admin	Pre-App	Master	Prelim	Final
A. APPLICATION REQUIREMENTS					
A1. Name and address of property owner(s) and applicant(s)					
A2. Application cover sheet and fee paid					
A3. Sufficient number of plan copies (15 copies if the plan for *Major* and *Minor* Projects, and for *Administrative Subdivisions* (2 copies with original submission) and 2 mylars and 5 paper copies (*for recording with the Town Clerk's office*)					
A4. Plat and Lot numbers of site location;					
A5. Tax Assessor's Field Card(s) for subject lot(s) (*provided by Cumberland Tax Assessor's office*)					
A6. Municipal lien certificate documenting that there are no taxes due on the property (*provided by the Town Tax Collector's office*)					
A7. Proposed deed with metes & bounds descriptions for all proposed conveyances and resulting lots					
A8. A list of names of each abutter; and 2 sets of self-adhesive address labels of abutter's names/addresses					
B. REQUIRED ON PLAN					
PROJECT DETAILS					
B1. Name and address of property owner(s) and applicant(s)					
B2. Name of project; submission type and stage of submission.					
B3. Tax Assessor's Plat and Lot number(s)					
B4. Name, signature and RI registration number of professional engineer or land surveyor responsible for the plan submitted					
B5. Zoning District(s), including minimum area, dimensions and setbacks.					
B6. Plat and lot location and with names and addresses of each abutter.					
B7. Date of plan preparation, with revision date(s) (if any)					
B8. Total Area of subdivision or land development project					

B9. Existing and proposed property lines and building setback lines					
B10.Wetalands (if none, state on Plan)					
B11.Proposed area(s), angles and dimensions of the parcel(s) and street(s)					
B12.Existing and proposed area(s) and dimensions of the parcel(s) being subdivided					
B13.Location and size of existing buildings, structures, utilities and improvements on the lot(s) and on abutting lots					
B14.Location, width and names of platted streets within or directly adjacent to the parcel being re-subdivided					
B15.Proposed utilities, manholes, catch basins, pits, etc. (if none, state on Plan)					
B16.Existing easements (if none, state on Plan) and proposed deed or plat restrictions or protective covenants (if none, state on Plan)					
B17.Total area of all lots and roadways involved in project					
B18.A proposed phasing plan (if none, state on Plan)					
PLAN FORMAT					
B19.Plan scale shall be no smaller than one inch equals eighty feet (1"= 80'). The scale may be modified with the permission of the Administrative Officer.					
B20.Sufficient Plan Size. Plans may be reduced to 11" x 17" provided that they are still legible, as determined by the Administrative Officer. Number sheets sequentially. *Administrative Subdivision*: Mylars for recording shall be 18" x 24" or 24" x 36" in size. Other plans may be reduced to 11" x 17" provided legible, as determined by the Administrative Officer. Sheets shall be numbered sequentially.					
B21. A location map showing the physical relationship of the proposed project to the area within a radius of 1/2 mile. Said location map (USGS or comparable may be used) shall identify location of all brooks, streams, ponds, lakes, wetland area, public drinking water reservoirs, and public wells within 1,000 feet of the project.					
B22. Lettering shall be neat and legible and shall not be smaller than 1/8"					
B23. Graphic scale and true north arrow					

C. Master Plan	
	Completed?
C1. Analysis of buildable lot area. The analysis shall include a constraint plan illustrating constraints and indicating the square foot areas of all applicable constraints as itemized in the Regulations and an estimated limit of disturbance.	
C2. Analysis of potential neighborhood/district impacts	
C3. Tentative construction phasing illustrated on plan	
C4. Topographical conditions, existing man-made structures and natural site features on the lot(s) to be subdivided and/or developed and on abutting lots	
C5. Approximate topographic conditions	
C6. Approximate locations of reservoirs and their tributaries, water bodies, watercourses, and wetlands (if none, state on Plan) on property	
C7. Location of private wells and septic systems within 200' of the project	
C8. Verification of wetland edge by the RI DEM (if no wetlands on property, state on plan)	
C9. Land proposed for public dedication	

D. Preliminary Approval	
	Completed?
D1. *Water Department Certification* by the Superintendent (658-0666) that the proposed water service is acceptable and that water can be provided to the proposed project. Location of fire hydrants shall be determined by the Cumberland Water Department in cooperation with the local fire department. If water is to be provided by a water system other that the Cumberland Water Department similar certification and hydrant location is required.	
D2. *Sewer Department Certification* (728-2400 ext 122 dcarr@cumberlandri.org) that the proposed sewer layout is acceptable and can accept the effluent load of the proposed project.	
D3. *Police Traffic Advisory Report* (333-2500) as to the need for and location of traffic control signs or other traffic control devices as well as any required ordinances deemed necessary for traffic control.	
D4. Fire Department Advisory Report (658-0544)	
D5. Construction phasing illustrated on plan	
D6. *RIDEM Preliminary Site Suitability Determinations* as to the suitability of the soils for the operation of ISDS septic systems	
D7. Ground elevation data referenced to mean sea level and illustration of floodplains in accordance with Federal flood insurance maps and reports	
D8. Topographic contours at 2' intervals; illustrate other conditions such as ledge outcroppings and appropriate setback lines to all brooks, reservoirs, streams, ponds, lakes, wetland areas, drinking water supplies and other waterways within 200' of the proposed project (if none, state on the Plan).	
D9. Proposed areas to be dedicated as open space & ownership/maintenance proposals	
D10. Proposed street names (Names shall not be a duplicate of, or closely resemble, existing street names) contact *Cumberland Rescue Department* (334-3090) to verify	
D11. Existing and proposed water line, sewer line, drainage line and all manholes, catch basins including location and dimensions of each and data that supports their sizing and design	
D12. Existing and proposed easements, plat restrictions and/or covenants; include draft legal documents (if none, state on Plan)	
D13. Existing and proposed curb lines and driveway openings	
D14. Location of existing and proposed permanent monuments	
D15. Location of existing and proposed fire hydrants	
D16. Location of existing private wells within two hundred 200' of the proposed project, locations of wells within the project, and the location and type of public wells within 800' of the project.	
D17. Location of existing cesspools, septic systems, seepage pits, or other sewerage disposal systems within 200' of the project	
D18. A soil erosion and sedimentation control plan	
D19. Identification of any land located within public drinking water supply areas	
D20.Location of all permanent monuments. A definite bearing or angle and distance tie shall be shown between permanent monuments on the existing boundary of the proposed development and	

existing street intersections or other existing permanent monuments. Preliminary only requires location.	
D21. Identification of storm water controls and data that supports sizing and design	
D22. Engineered centerline profiles of proposed streets containing, as appropriate: existing and proposed street grades, sewer mains, water mains, all other underground utilities, and drainage facilities. Profile scale shall have a horizontal scale of 1"= 40' and vertical scale of 1" = 4'.	
D23. Street ROW cross-section detail illustrating all utilities, sidewalks & trees	
D24. Street signs and traffic calming measures, as appropriate	
D25. A landscape plan prepared by a RI registered Landscape Architect identifying the location of existing tree cover, location and common name of individual trees of 16-inch diameter or greater within 50 feet of the right-of-way and the location of proposed trees	
D26. A street lighting plan, showing the location of proposed lights and the existing lights within 50' of the proposed development	
D27. A letter requesting a performance guarantee sufficient to cover the cost of required improvements or other request as required by Section 4(A) of the regulations	
D28. All necessary State and Federal permits	
D29. Identification of flood areas in accordance with the flood hazard regulations	
D30. If wetlands are located within the project area, a written determination from RI DEM is necessary documenting either that the Wetlands Act does not apply, or that the proposal will result in an insignificant or significant alteration as granted by evidence of a permit. Copies of DEM stamped plans and permits along with any conditions shall be submitted	
D31. Demonstrated compliance/submission of any materials required as a condition of Master Plan approval; Any other information or data which is relevant to good land planning and design	

E. Final Approval	
	Completed?
E1. Approved performance guarantee and proof of payment of inspection fees	
E2.Location of all permanent monuments. A definite bearing or angle and distance tie shall be shown between permanent monuments on the existing boundary of the proposed development and existing street intersections or other existing permanent monuments. Preliminary only requires location.	
E3. All executed deeds for conveyances and resulting lots	
E4. Quitclaim deed conveying all street ROWs and other legal documents such as deed restrictions, protective covenants, easements	
E5. Written certification by a registered professional engineer that all drainage structures and facilities will accommodate a 100-year frequency rainfall event	
E6. The approved Preliminary Plan including construction details, landscaping, soil erosion, lighting, etc. Plans and accompanying materials shall include and clearly illustrate all modifications directed by the Board during previous stages of review	
E7. Any conditions of approval or waivers/variances granted should be identified on the plan	
E8. Any State and Federal permits that have been obtained or have been changed/extended since submission with the Preliminary Plan	
E9. Certification by a Title Attorney or comparable legal professional that no Notice of Violation of the Wetlands Act is on file in the Cumberland Land Evidence records pertaining to the lot(s) being considered for subdivision or development	
E10. Demonstrated compliance/submission of any materials required as a condition of Master Plan approval; Any other information or data which is relevant to good land planning and design	
E11. Copy of the Zone change ordinance, if applicable	
E12. Any and all unpaid balances (ex. Abutter's notice etc.) must be paid before the final recording.	
E13. Copies of digital files on magnetic or optical media are required.	
E14. Approval Block located in the right hand corner of the plans see Exhibit B on page 5	

F. Administrative Subdivision	
	Completed?
F1. Zoning District(s), including minimum area, dimensions and setbacks. For Administrative, include the following: A location map showing the physical relationship of the proposed project to the area within a radius of ½ mile. Said location map (USGS or comparable may be used) shall identify location of all brooks, streams, ponds, lakes, wetland area, public drinking water reservoirs, and public wells within 1,000 feet of the project.	
F2. Wetlands (if none, state on Plan)	
F3. Easements (if none, state on Plan)	
F4. Approval Block located in the lower right hand corner of plans see Exhibit A on page 5	
F5. Deeds with metes and bounds descriptions for all conveyance(s) and resulting lots	
F6. Copies of digital files on magnetic or optical media are required.	

Exhibit A

Sample Approval Block. Add to plans in the lower right corner vicinity:

APPROVED
ADMINISTRATIVE SUBDIVISION
Approved in accordance with the Town of Cumberland
Subdivision Regulations.

_____
Administrative Officer
Date: _____

PLANNING BOARD

Draw No. _____

Sheet No. _____

Plat / Lot _____

Exhibit B

Sample Approval Block. Add to plans in the lower right corner vicinity:

APPROVED
FINAL PLAN
Approved in accordance with the Town of Cumberland
Subdivision Regulations on _____and
Subject to covenants and restrictions of record.

_____
Planning Board Chair
Date: _____

PLANNING BOARD

Draw No. _____

Sheet No. _____

Plat / Lot _____