

Town of Cumberland, Rhode Island
Land Development & Subdivision Regulations

APPENDIX C: CHECKLIST FOR A DESIGN PLAN REVIEW SUBMISSION

Item	Comple te	Incomplete / Incorrect	Not Require d
Application cover sheet and fee; notarized statement from property owner authorizing submission of land to development land review procedures.			
Sufficient number of plan copies (generally, 20)			
Name of project; submission type and stage of submission			
Tax Assessor's Plat and Lot number(s)			
Name and address of property owner(s) and applicant(s)			
Name and RI registration number of professional engineer or land surveyor responsible for the plan submitted			
Date of plan preparation, with revision date(s) (if any)			
Graphic scale and true north arrow			
Zoning District(s), including minimum area, dimensions and setbacks			
Existing and proposed property lines and building setback lines			
Proposed area(s), angles and dimensions of the parcel(s) and street(s)			
Location and size of existing buildings, structures, utilities and improvements on the lot(s) and on abutting lots			
Location, width and names of platted streets within or directly adjacent to the subject parcel(s)			
Plan scale shall be no smaller than one inch equals forty feet (1"= 40'). The scale may be modified with the permission of the Administrative Officer.			
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.)			
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.			
Lettering shall be neat and legible and shall not be smaller than 1/8" and Legend Symbols for all items designated on plans.			
Total area of all lots and roadways involved in project			
Construction phasing (if none, state on plan)			
Plat and lot location and names of each abutter; submission of abutter's names and addresses on 2 sets of self-adhesive mailing labels.			
Preliminary site suitability determinations by the RI DEM as to the suitability of the soils for the operation of ISDS(s)			
Ground elevation data referenced to mean sea level and illustration of floodplains in accordance with Federal flood insurance maps and reports.			

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Topographic contours at 10' intervals (2' if contour changes are proposed); 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).			
Computation of impervious lot coverage in accordance with zoning ordinance requirements.			
Proposed street names (Names shall not be a duplicate of, or closely resemble, existing street names), and signage size and type.			
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 with supporting engineering plans prepared by registered engineer; written confirmation from the Cumberland Water Department that the proposed water service is acceptable.			
Existing and proposed easements, plat restrictions and/or covenants; include draft copies of all pertinent legal documents (if none, state on Plan)			
Existing and proposed curb lines and driveway openings and internal circulation patterns.			
Location of existing and proposed permanent monuments.			
Location of existing and proposed utilities (electric, gas, water, hydrants, wells, sewer, ISDS).			
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' feet of the project.			
Location of groundwater and percolation test holes, if applicable; written confirmation; written confirmation from the Cumberland Public Works Department that the sewer service is acceptable			
A soil erosion and sedimentation control plan and landscaping plan showing all significant clearing of land and revegetation.			
Identification of any land located within public drinking water supply areas.			
Identification of storm water controls and data that supports sizing and design.			
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'.			
Street ROW cross-section detail illustrating all utilities, sidewalks & trees; Street signs and traffic calming measures, as appropriate; An advisory report from the Cumberland Police Traffic Officer as to the need for and the location of traffic controls			
Written analysis of potential neighborhood impact; general floor plan showing proposed use and area; exterior elevation plans of entire structure including additions, front side and rear views, roof pitch, overhang and building elements.			

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Numbers and dimensions of existing and proposed parking and handicapped parking spaces, including parking computations and supporting data.			
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			
A street lighting plan, showing the location, dimension and architecture style of proposed external lighting including type of illumination and illustration of foot candles in scale measurement equal to plan.			
All necessary State and Federal permits; any existing or proposed solid waste facility; quantities and locations of proposed use and storage of hazardous materials			
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.			
Demonstrated compliance/submission of any materials required as a condition of Design Plan Review approval; Any other information or data which is relevant to good land planning and design			