



# TOWN OF JOHNSTON PLANNING BOARD

100 IRONS AVENUE, JOHNSTON, RI 02919  
TEL: (401) 231-4000 • FAX: (401) 231-4181

## MAJOR Land Development / Subdivision CONCEPT REVIEW

PB '10-xx

Proposals must be submitted at least **57 days** prior to Planning Board hearings;  
applications must be certified as complete **32 days** prior to hearing.

### DEADLINES:

COMPLETE  
INCOMPLETE  
N/A

→   ←

**Tax certificates**

### MATERIALS

— 5 copies due initially —  
— 12 copies due 12 days prior to Board hearing —

- I.    **Application form** — With original signatures by all owners of record/agents with affidavits)
- Checklist**
- Plan #1** — For completeness review, meeting all *Subdivision Regulation* requirements with plan and profiles for proposed streets and public improvements.
- Radius map** — Tax assessor's plat map with project boundary and 200' radius (500' if ≤ 8 abutters).
- Abutters list** — Property owners within 200' by name and address (within 500' if ≤ 8 different owners).
- Application fee** — \$80 + \$50 per lot.
- II.    **Plan #2:** If applicable — revisions in response to staff comments **clouded** and **numbered** within delta symbol.
- Review & meeting fees** — applicable fees invoiced with review.
- Certificate of completeness** — Required at least 32 days prior to Planning hearing
- III.    **Plan #3:** PLANNING BOARD REVIEW — 12 copies (reduced if legible) of plan/set 12 days prior to hearing.

COMPLETE  
INCOMPLETE  
N/A

### PLAN

— To be indicated on sheet[s] to be recorded —

1.    Name of project (or "street—applicant"), type and stage, and plat / lot number for all properties — in title block
2.    Property owner(s) of record and applicant/developer by name and address
3.    PE and/or PLS by [1] business title block, [2] originally signed seal, and [3] signed Class I survey certification
4.    Dates of plan preparation, subsequent revisions (with description) and Planning Board approvals by month, day and year
5.    Graphic scale (approx. 1" = 100') and true north arrow
6.    Location map within ½ mile radius
7.    Zoning district with dimensional requirements
8.    Number of lots, units and/or parcels; total acreage, existing and/or proposed; and intended use
9.    Boundary, lot, setback, and street lines; dimensions; and total area of lots and roadways, existing/proposed
10.    Easements/rights-of-way and deed/plat restrictions/covenants, existing/proposed (if none, state on plan)
11.    Adjoining property owners by name and assessor's plat and lot number
12.    Monuments, existing/proposed, at all corners/points of intersection of boundary line
13.    Extraordinary/unusual natural features, historic areas, cemeteries, foundations, etc. (if none, state on plan)
14.    Flood hazard areas from most recent FEMA mapping
15.    Buildings, structures, utilities, existing/proposed, and improvements on/within 200' (if none, state on plan)
16.    Wetlands, water bodies, watercourses, etc. (if none, state on plan), and drainage patterns



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CONCEPT REVIEW**

PB '10-xx

17.    Streets/public ways within/directly adjacent to property by name and width with elevations at intersections
18.    Utilities and drainage structures, including public water mains, sanitary and storm sewers, electric power and transmission lines, gas lines, and detention basins; and all other items above or below ground, existing/proposed, within 200' by approximate location and size
19.    Potential impacts (if none, state on plan)
20.    Phasing (if none, state on plan)
21.    Legend (on every sheet)

*See Johnston 1995 Land Development & Subdivision Review Regulations for details.*



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**MAJOR Land Development / Subdivision  
MASTER PLAN REVIEW**

PROJECT ("APPLICANT LAST NAME" – "STREET")

**DEADLINES:**

*Proposals must be submitted at least **57 days** prior to Planning Board hearings;  
applications must be certified as complete **32 days** prior to hearing.*

COMPLETE  
INCOMPLETE  
N/A

**MATERIALS**

— 5 copies due initially —  
— 12 copies due 12 days prior to Board hearing —

I.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Application form</b> (Original, signed by all owners of record or agents with owner authorization)	<b>5</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Checklist</b>	<b>3</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Plan #1:</b> INITIAL STAFF REVIEW — see specifications below	<b>5</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Radius map</b> (Tax assessor's plat map with project boundary and 200' radius—within 500' if ≤ 8 owners)	<b>3</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Abutters list</b> (Property owners within 200' by name, address, zip code, and assessor's plat and lot — within 500' if ≤ 8 different owners)	<b>3</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Tax certificates</b> (Municipal lien certificates for previous five years)	<b>3</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Legal instruments</b> (Proposed easements, quit-claim deeds for streets/rights-of-way, restrictions and covenants, etc.)	<b>3</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fee—application:</b> \$80 base + \$75 per existing lot/unit or acre/area of work ( <i>non-refundable</i> )	—
II.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Plan #2:</b> STAFF REVIEW — <b>All plan revisions/corrections are to be CLOUED and NUMBERED within a delta symbol clearly identifying the plan changes.</b>	<b>3</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fees—review &amp; meeting</b> (invoice attached to review)	—
	—	—	—	<b>Certificate of completeness</b>	—
III	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Plan #3:</b> PLANNING BOARD REVIEW — 15 copies ( <i>reduced</i> if legible) of plan after certified as complete, but <b>no later</b> than one week prior to Planning Board meeting	<b>15</b>

COMPLETE  
INCOMPLETE  
N/A

**PLAN**

— Surveyed location wherever applicable —  
— To be indicated on sheet[s] to be recorded —

1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of project (or "street—applicant"), type and stage, and plat / lot number for all properties — in title block
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property owner(s) of record and applicant/developer by name and address
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PE and/or PLS by [1] business title block, [2] originally signed seal, and [3] signed Class I survey certification
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dates of plan preparation, subsequent revisions (with description) and Planning Board approvals by month, day and year
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graphic scale (approx. 1" = 100') and true north arrow
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location map within 1/2 mile radius
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning district with dimensional requirements
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of lots, units and/or parcels; total acreage, existing and/or proposed; and intended use
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundary, lot, setback, and street lines; dimensions; and total area of lots and roadways, existing/proposed
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements/rights-of-way and deed/plat restrictions/covenants, existing/proposed (if none, state on plan)
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjoining property owners by name and assessor's plat and lot number



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**MAJOR Land Development / Subdivision  
MASTER PLAN REVIEW**

PROJECT ("APPLICANT LAST NAME" – "STREET")

- 12.    Monuments, existing/proposed, at all corners/points of intersection of boundary line
- 13.    Extraordinary/unusual natural features, historic areas, cemeteries, foundations, etc. (if none, state on plan)
- 14.    Flood hazard areas from most recent FEMA mapping
- 15.    Buildings, structures, utilities, existing/proposed, and improvements on/within 200' (if none, state on plan)
- 16.    Wetlands, water bodies, watercourses, etc. (if none, state on plan), and drainage patterns
- 17.    Streets/public ways within/directly adjacent to property by name and width with elevations at intersections
- 18.    Utilities and drainage structures, including public water mains, sanitary and storm sewers, electric power and transmission lines, gas lines, and detention basins; and all other items above or below ground, existing/proposed, within 200' by approximate location and size
- 19.    Potential impacts (if none, state on plan)
- 20.    Phasing (if none, state on plan)
- 21.    Legend (on every sheet)

COMPLETE  
INCOMPLETE  
N/A

**ADDITIONAL INFORMATION**

— As requested by staff and/or Planning Board —

i.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iv.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*See Johnston 1995 Land Development & Subdivision Review Regulations for details.*

*Performance bond for proposed construction and other work to be approved by staff and/or Planning Board and posted by applicant prior to construction.*



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**MAJOR Land Development / Subdivision  
PRELIMINARY PLAN REVIEW**

PROJECT ("APPLICANT LAST NAME" – "STREET")

**DEADLINES:**

*Proposals must be submitted at least **57 days** prior to Planning Board hearings;  
applications must be certified as complete **32 days** prior to hearing.*

COMPLETE  
INCOMPLETE  
N/A

**MATERIALS**

— 5 copies due initially —  
— 12 copies due 12 days prior to Board hearing —

- I.    **Application form** — With original signatures by all owners of record/agents with affidavits)
  - Checklist**
  - Plan #1** — For completeness review, meeting *Subdivision Regulation* requirements with plan and profiles for proposed streets and public improvements, if applicable.
  - Supporting documents** — see below.
  - Radius map** — Tax assessor's plat map with project boundary and 200' radius (500' if ≤ 8 abutters).
  - Abutters list** — Property owners within 200' by name and address (within 500' if ≤ 8 different owners).
  - Tax certificates** (Municipal lien certificates.)
  - Legal instruments** (Proposed easements, quit-claim deeds for streets/rights-of-way, deed restrictions and covenants, etc.)
  - Application fee** — \$80 + \$125 per lot.
- II.    **Plan #2:** If applicable — revisions in response to staff comments **clouded** and **numbered** within delta symbol.
  - Review & meeting fees** — applicable fees invoiced with review.
  - — — **Certificate of completeness**
- III.    **Plan #3:** PLANNING BOARD REVIEW — 12 copies (reduced if legible) of plan/set 12 days prior to hearing.

COMPLETE  
INCOMPLETE  
N/A

**PLAN**

— Surveyed location wherever applicable —  
— To be indicated on sheet[s] to be recorded —

- 1.    Master plan specifications [1] through [21] — surveyed where applicable
- 2.    Revision dates with descriptions and Planning Board approvals by month, day and year
- 3.    Buildable lot area analysis
- 4.    Contour lines at 2' / 10' intervals, and average slope before and after development
- 5.    Soils with delineation, description and annotation
- 6.    Proposed soil erosion and sediment control measures
- 7.    Benchmarks
- 8.    Proposed street and regulatory signs
- 9.    Proposed street linear footage
- 10.    Proposed temporary cul-de-sacs with engineering details
- 11.    Profiles and grading and utility plans (streets, underground drainage structures, and utilities)
- 12.    Utilities and drainage structures, including public water mains, sanitary and storm sewers, electric power and transmission lines, gas lines, and detention basins; and all other items above or below ground



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**MAJOR Land Development / Subdivision  
PRELIMINARY PLAN V**

PROJECT ("APPLICANT LAST NAME" – "STREET")

- 13.    Test holes (percolation + ground water)
- 14.    Proposed special structure details
- 15.    Proposed landscaping and street tree details and planting/maintenance specifications
- 16.    Match lines
- 17.    Construction timetable and details

COMPLETE  
INCOMPLETE  
N/A

**SUPPORTING DOCUMENTATION**

— 5 copies each —

- a.    Narrative description of entire proposal and potential impacts (i.e., traffic, noise, and incompatibility of adjoining structures and uses)
- b.    Narrative analyzing consistency with Johnston Comp Plan
- c.    RIDEM: wetlands alteration permit — original (to be returned) & copies of stamped plan, & approval letter
- B.    RIDEM: OWTS — copies of stamped plan and permit form
- d.    RIDEM: UIC approval
- e.    RIDOT Physical Alteration Permit (PAP)
- f.    Fire Department approval — original (to be returned) and copies of stamped plan
- g.    Fire and Planning department approvals of street names
- h.    Zoning Board approval of variances
- i.    Police Department approval of street and regulatory signs
- j.    Zoning Board permits and approval of variances
- k.    Traffic study (PE stamped and signed)
- l.    Certification of water availability and capacity, and hydrant locations
- m.    Analysis of water capacity and pressure
- n.    Certification of sewer availability and capacity
- o.    Drainage calculations, narrative report and analysis
- p.    Development impact study
- q.    Building elevations for all structures, principal/accessory, with all views and footprint
- r.    Proposal for perpetual care of cemeteries
- s.    Proposed schedule for completion of proposed infrastructure and road improvements, private or public; and construction of site improvements, structures, houses, and all other development.
- t.    Proposed schedule for completion of required public improvements, including construction schedule and/or financial guarantees (if applicable).
- u.    Proposed estimate for performance bond<sup>1</sup> (sufficient to "cover cost of all improvements in approved site plan").
- v.    Proposed arrangements for dedication of land and/or fees in lieu of land dedication.



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**MAJOR Land Development / Subdivision  
PRELIMINARY PLAN REVIEW**

PROJECT ("APPLICANT LAST NAME" – "STREET")

COMPLETE  
INCOMPLETE  
N/A

**ADDITIONAL INFORMATION**

— As requested by staff and/or Planning Board —

vi.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
vii.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
viii.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ix.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
x.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>1</sup> Performance bond for proposed construction and other work to be approved by staff and/or Planning Board and posted by applicant prior to construction.

See Johnston 1995 Land Development & Subdivision Review Regulations for details.



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**MAJOR Land Development / Subdivision  
FINAL PLAN REVIEW**

PROJECT ("APPLICANT LAST NAME" – "STREET")

**DEADLINES:**

*Proposals must be submitted at least **57 days** prior to Planning Board hearings;  
applications must be certified as complete **32 days** prior to hearing.*

COMPLETE  
INCOMPLETE  
N/A

**MATERIALS**

— 5 copies due initially —  
— 12 copies due 12 days prior to Board hearing —

I.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Application form</b> — With <u>original</u> signatures by <u>all</u> owners of record/agents with affidavits)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Checklist</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Plan #1</b> — For completeness review, meeting <i>Subdivision Regulation</i> requirements with plan and profiles for proposed streets and public improvements, if applicable.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Supporting documents</b> — see below.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Radius map</b> — Tax assessor's plat map with project boundary and 200' radius (500' if ≤ 8 abutters).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Abutters list</b> — Property owners within 200' by name and address (within 500' if ≤ 8 different owners).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Tax certificates</b> (Municipal lien certificates.)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Legal instruments</b> (Proposed easements, quit-claim deeds for streets/rights-of-way, deed restrictions and covenants, etc.)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Metes &amp; bounds certification &amp; maintenance guarantee:</b> Surveyor certification that new bounds were set, and owner guarantee that bounds will be maintained for no less than 5 years.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Application fee</b> — \$80 + \$125 per lot.
II.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Plan #2:</b> If applicable — revisions in response to staff comments <b>clouded</b> and <b>numbered</b> within delta symbol.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Review &amp; meeting fees</b> — applicable fees invoiced with review.
	—	—	—	<b>Certificate of completeness</b>
III.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Plan #3:</b> PLANNING BOARD REVIEW — 12 copies (reduced if legible) of plan/set 12 days prior to hearing.
IV.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Plan #4:</b> RECORDING REVIEW — 1 Mylar and 3 bond copies of all sheets to be recorded, and 1 electronic copy (AutoCad® '08/Lite) of entire plan set. <b>5</b> copies

COMPLETE  
INCOMPLETE  
N/A

**SUPPORTING DOCUMENTATION**

— 5 copies —

a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outstanding final approvals from town, state and federal agencies
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final analysis of water system
c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final drainage calculations, narrative report and analysis
d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revised traffic study (PE stamped and signed)
e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final revised development impact study
f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final agreements for perpetual care of cemeteries
g.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final schedule for completion of site improvements, private or public; and construction of structures, houses, and other proposed development
h.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final arrangements for completion of required public improvements, including construction schedule and/or financial guarantees <sup>1</sup> (if applicable)
i.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final proposal for performance bond <sup>1</sup> (if applicable)



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**MAJOR Land Development / Subdivision  
FINAL PLAN REVIEW**

PROJECT ("APPLICANT LAST NAME" – "STREET")

- j.    Final executed agreement re: maintenance of all bounds and monuments for a period of five years.
- k.    Final arrangements for dedication of land and/or fees in-lieu-of land dedication.
- l.    Final subsequent phasing plan with drawings of public improvements to date

COMPLETE  
INCOMPLETE  
N/A

**ADDITIONAL INFORMATION**

— As requested by staff and/or Planning Board —

i.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iv.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>1</sup> Performance bond for proposed construction and other work to be approved by staff and/or Planning Board and posted by applicant prior to construction.

See Johnston 1995 Land Development & Subdivision Review Regulations for details.