



**TOWN OF JOHNSTON
PLANNING BOARD**

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

**MINOR Land Development / Subdivision
CONCEPT CHECKLIST**

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

DEADLINES:

*Proposals with street construction and/or extension must be submitted at least **57 days** prior to Planning Board hearings, otherwise **47 days**. 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 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

— Surveyed location wherever applicable —
— 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)



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- 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)

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



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**MINOR Land Development/ Subdivision
PRELIMINARY CHECKLIST**

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

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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"/>	Application form — With <u>original</u> signatures by <u>all</u> owners of record/agents with affidavits)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checklist
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan #1 — 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"/>	Supporting documents — see below.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Radius map — Tax assessor's plat map with project boundary and 200' radius (500' if ≤ 8 abutters).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abutters list — Property owners within 200' by name and address (within 500' if ≤ 8 different owners).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tax certificates (Municipal lien certificates.)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal instruments (Proposed easements, quit-claim deeds for streets/rights-of-way, deed restrictions and covenants, etc.)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee — \$80 + \$125 per lot.
II.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan #2: If applicable — revisions in response to staff comments clouded and numbered within delta symbol.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review & meeting fees — applicable fees invoiced with review.
	—	—	—	Certificate of completeness
III.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 —

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Master plan specifications [1] through [21] — surveyed where applicable
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revision dates with descriptions and Planning Board approvals by month, day and year
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buildable lot area analysis
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contour lines at 2' / 10' intervals, and average slope before and after development
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils with delineation, description and annotation
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed soil erosion and sediment control measures
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Benchmarks
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed street and regulatory signs
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed street linear footage
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed temporary cul-de-sacs with engineering details
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Profiles and grading and utility plans (streets, underground drainage structures, and utilities)
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test holes (percolation + ground water)
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed special structure details



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PRELIMINARY CHECKLIST**

PROJECT TITLE / "STREET NAME - APPLICANT LAST NAME"

- 34. Proposed landscaping and street tree details and planting/maintenance specifications
- 35. Construction timetable and details

COMPLETE
INCOMPLETE
N/A

SUPPORTING DOCUMENTATION

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

- 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
- d. RIDEM: OWTS — copies of stamped plan and permit form
- e. RIDEM: UIC approval
- f. RIDOT Physical Alteration Permit (PAP)
- g. Fire Department approval — original (to be returned) and copies of stamped plan
- h. Fire and Planning approvals of street names
- i. Zoning Board permits and approval of variances
- j. Traffic study (PE stamped and signed)
- k. Certification of water availability and capacity, and hydrant locations
- l. Analysis of water capacity and pressure
- m. Certification of sewer availability and capacity
- n. Drainage calculations, narrative report and analysis
- o. Proposal for perpetual care of cemeteries
- p. Proposed schedule for completion of proposed infrastructure and road improvements, private or public; and construction of site improvements, structures, houses, and all other development.
- q. Proposed schedule for completion of required public improvements, including construction schedule and/or financial guarantees (if applicable).
- r. Proposed estimate for performance bond¹ (sufficient to "cover cost of all improvements in approved site plan").
- s. Proposed arrangements for dedication of land and/or fees in lieu of land dedication.

COMPLETE
INCOMPLETE
N/A

ADDITIONAL INFORMATION

— As requested by Planning Department during
pre-application meeting or otherwise —

- i.
- ii.
- iii.
- iv.
- v.

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**MINOR Land Development/ Subdivision
FINAL CHECKLIST**

PROJECT TITLE / "STREET NAME – APPLICANT LAST NAME"

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N/A

MATERIALS

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— 12 copies due 12 days prior to Board hearing —

I.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application form — With <u>original</u> signatures by <u>all</u> owners of record/agents with affidavits)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checklist.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan #1: For completeness review, meeting all <i>Subdivision Regulation</i> requirements, including all <u>Preliminary Plan specifications</u> .
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents — see below.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal instruments (Property descriptions, rights-of-way, easements, existing/proposed, with metes & bounds descriptions, deed restrictions, etc.)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Metes & bounds certification & maintenance guarantee: 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"/>	Application fee — \$80 + \$105 per lot.
II.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan #2: If applicable: revisions in response to staff comments clouded and numbered within delta symbol.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review & meeting fees — Applicable fees invoiced with review.
	—	—	—	Certificate of completeness.
III.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan #3: 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"/>	Plan #4: 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. 5 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 ¹ (if applicable)
i.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final proposal for performance bond ¹ (if applicable)
j.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final executed agreement re: maintenance of all bounds and monuments for a period of five years.
k.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final arrangements for dedication of land and/or fees in-lieu-of land dedication.



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FINAL CHECKLIST**

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DEADLINES: *Proposals with street constuction and/or extension must be submitted at least **57 days** prior to Planning Board hearings, otherwise **47 days**. Applications must be certified as complete **32 days** prior to hearing.*

i. 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"/>	

¹ 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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