



**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 TITLE _____

DEADLINES: *Proposals with street construction/extension must be submitted at least **57 days prior** to Planning Board hearing, 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.	<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.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Radius map — Plat map of project boundaries with 200' radius (500' if ≤ 8 different 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"/>	Fees — APPLICATION: \$80 + \$50 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"/>	Fees — REVIEW and MEETING (invoice to be attached to review).
	—	—	—	Certificate of completeness
III.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan #3: PLANNING BOARD REVIEW — 15 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.	<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 <u>title block</u>
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 ½ 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
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monuments, existing/proposed, at all corners/points of intersection of boundary line
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extraordinary/unusual natural features, historic areas, cemeteries, foundations, etc. (if none, state on plan)
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flood hazard areas from <u>most recent</u> FEMA mapping
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buildings, structures, utilities, existing/proposed, and improvements on/within 200' (if none, state on plan)



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PROJECT TITLE

- 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.



**Minor Land Development / Subdivision
CONCEPT CHECKLIST**

PROJECT TITLE _____

NOTE: *Materials must be certified as complete at least 32 days prior to Planning Board meeting.*

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.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supplementary 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, address, zip code, and assessor's plat and lot (within 500' if ≤ 8 <u>different</u> abutters).
	<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"/>	Fees — APPLICATION: \$80 + \$125 per lot, and REVIEW: \$250.
II.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan #2: STAFF REVIEW — Plan revisions/corrections to be CLOUDED and NUMBERED within a delta symbol clearly identifying the plan changes.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fees — Additional REVIEW, if applicable, and PUBLIC HEARING (invoiced with review).
	—	—	—	Certificate of completeness
III.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan #3: PLANNING BOARD REVIEW — 15 copies, <u>reduced</u> if legible, as certified 12 days prior to hearing.

COMPLETE
INCOMPLETE
N/A

PLAN

— Surveyed location wherever applicable —
— Specifications apply to sheet[s] to be recorded —

1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of project (or street and applicant), type and stage, and assessor's plat and lot number for all properties involved in title block
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property owner(s) of record and applicant/developer by name, address and telephone number
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PE and/or PLS by <u>business title block</u> , <u>originally signed seal</u> , and signed <u>Class I survey certification</u>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dates of plan preparation, subsequent revisions (with description) and any Planning Board approvals by month, day and year
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graphic scale (approx. 1" = 100') and north arrow
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location map within ½ mile radius
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning district with dimensional requirements and setbacks
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of lots, units and/or parcels; lot and 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 including angles; 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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COMPLETE
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MATERIALS

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

- 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)
- 22. Contour lines at 2' / 10' intervals, and average slope before and after development
- 23. Soils with delineation, description and annotation
- 24. Proposed soil erosion and sediment control measures
- 25. Benchmarks
- 26. Proposed street and regulatory signs
- 27. Proposed street linear footage
- 28. Test holes (percolation + ground water)
- 29. Proposed special structure details
- 30. Proposed landscaping and street tree details and planting/maintenance specifications
- 31. Construction timetable and details

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COMPLETE
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N/A

MATERIALS

— 5 copies due initially —
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- a. Narrative of entire proposal and any potential neighborhood impacts, i.e., traffic, noise, and incompatibility of adjoining structures and uses.
- b. Analysis of consistency with Johnston Comprehensive Plan
- c. RIDEM: Wetlands — original (to be returned) and copies of stamped plan, and 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 approval of variances



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- 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 site improvements, private or public; and construction of structures, houses, and other proposed development
- q. Proposed form of improvement guarantee where streets and/or other public improvements are to be constructed, and proposed construction schedule and cost estimate. (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.



Minor Land Development / Subdivision
FINAL CHECKLIST

PROJECT TITLE / "STREET NAME - APPLICANT LAST NAME"

NOTE: Materials must be certified as complete at least 32 days prior to Planning Board meeting.

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: 5 copies for INITIAL STAFF REVIEW — <u>Including all Preliminary Plan specifications.</u>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supplementary 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, address, zip code, and assessor's plat and lot (within 500' if ≤ 8 <u>different</u> abutters).
	<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 (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"/>	Fees — APPLICATION: \$80 + \$105 per lot, and REVIEW: \$250.
II.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan #2: STAFF REVIEW — Plan revisions/corrections to be CLOUDED and NUMBERED within delta symbol.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fees — Additional REVIEW, if applicable, and INFORMATIONAL MEETING (invoiced with review).
	—	—	—	Certificate of completeness.
III.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan #3: PLANNING BOARD REVIEW — 15 copies, <u>reduced</u> if legible, as certified 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 an electronic copy (AutoCad® '08/Lite) of the entire plan set. 5 copies

NOTE: Materials must be certified as complete at least 32 days prior to Planning Board meeting.

COMPLETE
INCOMPLETE
N/A

SUPPORTING DOCUMENTATION

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

COMPLETE
INCOMPLETE
N/A

— 5 copies —

a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outstanding final approvals from town, local, state or federal agencies, including RIDEM, RIDOT, Providence Water Supply Board, Narragansett Bay Commission, electrical utility, etc.
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



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FINAL CHECKLIST

PROJECT TITLE / "STREET NAME – APPLICANT LAST NAME"

financial guarantees¹ (if applicable)

- i. Final proposal for performance bond¹ (if applicable)
- 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

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.

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