



**TOWN OF PORTSMOUTH
PLANNING BOARD**
2200 East Main Road
Portsmouth, RI 02871
401-683-3717

CHECKLIST FOR WAIVER OR MODIFICATION TO FINAL DECISION

OWNER INFORMATION

Name: _____

Address: _____

Phone: _____

Fax: _____

APPLICANT INFORMATION (if different):

Name: _____

Address: _____

Phone: _____

Fax: _____

PROPERTY INFORMATION:

Location of Land: _____ (street address, or where land has no street address, distance in tenths of mile and distance from nearest intersection)

Plat(s)- _____ Lot(s): _____

Zoning: _____

Proposed No. Lots: _____

DATE OF FINAL APPROVAL: _____ Bk. _____, Pg. _____

DATE OF SUBMISSION: _____

Administrative Officer

SUMMARY OF PROPOSED WAIVER OR MODIFICATION:

The Planning Board shall have the power to grant waivers or modifications from the requirements for land development and subdivision approval as may be reasonable and within the general purposes and intents of the Portsmouth Land Development and Subdivision Regulations.

CHANGES TO RECORDED PLATS AND PLANS

1. For all changes to the approved plans of land development projects or subdivisions an amendment of the final development plans is required prior to the issuance of any building permits. Any changes approved in the final plan shall be recorded as amendments to the final plan in accordance with the procedure established for recording of plats.

2. Minor changes, as defined in these Regulations, to a land development or subdivision plan may be approved administratively, by the Administrative Officer, whereupon a permit may be issued. Such changes may be authorized without additional public hearings, at the discretion of the Administrative Officer. All such changes shall be made part of the permanent record of the project application. This provision shall not prohibit the Administrative Officer from requesting a recommendation from either the technical review committee or the Planning Board. Denial of the proposed change(s) shall be referred to the Planning Board for review as a major change.

3. Major changes, as defined in these Regulations, to a land development or subdivision plan may be approved, only by the Planning Board and must follow the same review and public hearing process required for approval of preliminary plans as described in Article VI.

The applicant shall submit to the Administrative Officer copies of the applicable modified site plans and supporting materials as indicated below:

A. Plat Plans to be Recorded

Final Plan: One copy of the final plat plans drawn on mylar (Max size 36" X 24" and Min 32" X 22') , five D size photocopies, twelve (12) 11" X 17" photocopies and an electronic copy on disk shall also be submitted. A sufficient number of sheets shall be included to clearly show all of the information required. In the event two or more sheets are necessary, match lines shall be provided and each sheet shall be numbered. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

Scale: Final Plats shall be drawn to a horizontal scale of 40 feet to the inch and the vertical scale of profiles shall be four (4) feet to the inch, unless the Board at the time of the meeting on the subdivision, shall order or permit a different scale. The vertical scale of profiles shall not be less than four (4) feet to the inch. Where the magnitude of the subdivision is such that such scales are impracticable, applicant should request permission of the Administrative Officer to vary the scale.

Dimensions, Areas and Angles. All dimensions will be shown in English and Metric values, and a conversion scale is to be provided on the plat for ready reference. Plat shall show the length, measured in feet and decimals of a foot, of all straight lines, arcs and the radii thereof; the area in square feet of all lots the sizes, measured in degrees, of all angles formed by the intersection of all streets and lot lines; and the size measured in degrees, of the central angle of all arcs.

The following information shall be shown on the plans:

1. _____ Name of the proposed subdivision.
2. _____ Name and address of property owner and applicant.
3. _____ Name, address and telephone number of civil engineer or land surveyor.
4. _____ Date of plan preparation, with revision date(s) (if any).
5. _____ Graphic scale and true north arrow.
6. _____ Assessor's Plat and lot number(s) of the parcel being subdivided.
7. _____ Zoning district(s) of the parcel being subdivided. If more than one district, zoning boundary lines must be shown.
8. _____ Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines.
9. _____ Location and dimensions of existing property lines, easements and rights-of-way within or immediately adjacent to the parcel being subdivided.
10. _____ Location, width and names of proposed and existing streets within and immediately adjacent to the parcel being subdivided.
11. _____ Abutting Property and Streets. Final plans shall show the intersecting lot lines of all abutting property, the names of the owners thereof, all abutting existing streets, and all abutting streets shown on recorded plats, including property owners immediately across any adjacent streets.
12. _____ Location of proposed permanent bounds. Every plan shall show the location and nature of all permanent monuments.
13. _____ Location of all interior lot lines and street lines with accurate dimensions indicated.

14. _____ Location and number of all proposed lots, with accurate areas indicated.
15. _____ Request House or Building Numbers. Numbers shall be assigned and initialed by the Town of Portsmouth Fire Department and shall be shown on the final plat if available.
16. _____ Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated.
17. _____ Plan must clearly and accurately show the location of any well, septic system, easements, structures, pond, stream, brook or other water course, and any wetland within the parcel or within 200 feet of any property line.
18. _____ Notation of special conditions of approval imposed by the Planning Board (if any).
19. _____ Notation of any permits and agreements with state and federal reviewing agencies (if any).
20. _____ Certification by a Registered Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to Procedural and Technical Standards For the Practice of Land Surveying In the State of Rhode Island and Providence Plantations as prepared by the Rhode Island Society of Professional Land Surveyors, Inc., May 1992, as amended.
21. _____ Certificate from the Town Tax Collector that all taxes due on the subject land have been paid and that there are no outstanding tax liens thereon.

B. Construction Drawings

One copy of the final construction drawings drawn on mylar, twelve (12) B size photocopies, five blueline or photocopies and an electronic copy on disk of construction plans drawn to a scale of 1 inch to 40 feet. The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

1. _____ Final construction plans as listed in the preliminary plat checklist, including plans of any additional improvements as required by the Planning Board as a condition of approval.
2. _____ Certification (stamp) of a Registered Professional Civil Engineer that the construction drawings are correct..
3. _____ Proposed landscaping plan, if required by the Planning Board.
4. _____ Soil erosion and sediment control plan.
5. _____ Engineer of Record Agreement to Correct Plans (attach signed copy)
6. _____ Proposed construction access road(s) or route(s)
7. _____ Location of proposed underground utilities

C. Supporting Materials

1. _____ Filing Fee \$ _____ Received: _____
2. _____ Two original signed copies each of all legal documents describing the property, including proposed easements, protective easements, rights-of-way, dedications, deed restrictions, provisions pertaining to the creation or organization of a homeowner's association, or other required legal documents, as well as the following items specifically required by the Planning Board:
 - a) _____

- b) _____
 - c) _____
 - d) _____
3. _____ Written confirmation from the RI Department of Environmental Management pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed subdivision, including any required off-site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration. Dated: _____
 4. _____ In lieu of item 3 above, an affidavit signed by a qualified professional (a wetland biologist, a Registered Professional Civil Engineer or a Registered Landscape Architect) stating that there are no freshwater wetlands present within the parcel or within 200 feet of the property being subdivided. Dated: _____
 5. _____ Written approval of the proposed subdivision, including any required off-site construction, from the RI Coastal Resources Management Council in the form of an Assent as provided in the Rhode Island Coastal Resources Management Program, or any applicable Special Area Management (SAM) Plans, or any subsequent amendments thereto.
Dated: _____
 6. _____ In lieu of item 5 above, an affidavit signed by a qualified professional or a letter from the Coastal Resources Management Council indicating that the provisions of the Coastal Resources Management Program do not apply.
Dated: _____
 7. _____ The location, details and plans of any previous application to or approval by RIDEM for lowering the water table, or installation of such facilities.
 8. _____ A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary). Dated: _____
 9. _____ Written approval of the Director of Public Works, or his representative, of the detailed costs, including labor and materials, of all improvements that must be installed by the applicant as required by these regulations and by the Planning Board approval. Detailed costs to be submitted on the "Cost of Improvements" form attached hereto.
 10. _____ Deed transferring land proposed for dedication to the Town of Portsmouth, State of Rhode Island or other public, quasi-public, non-profit organization or homeowners' association.
 11. If Individual Sewage Disposal Systems are proposed, confirmation from the State Department of Environmental Management that the soils are adequate for the use of ISDS:
 - a) _____ ISDS Application No. _____

This application is being filed for the purpose of being placed on the Planning Board agenda for review. The information provided by the applicant in this application is complete and accurate to the best of his/her knowledge. The owner hereby grants permission to Planning Board members and other Town Officials to enter and inspect the designated property at reasonable times during the review and approval process for the purpose of ensuring compliance with the Land Development and Subdivision Regulations, Zoning Ordinance and with other applicable portions of the Town Code.

Applicant Signature

Date: _____

Note: This checklist is furnished by the Planning Board to assist in the application. It does not relieve the applicant of the responsibility to review and comply with all applicable regulations in the Portsmouth Town Code and Land Development and Subdivision Regulations.

AUTHORIZATION TO RECORD: _____

Plat(s) - Lot(s)

I hereby certify that the information required and conditions imposed by the preliminary plan approval have been satisfied in terms of submission requirements, that said submissions are complete and accurate, and that the final plat may be recorded in the land evidence records of the Town of Portsmouth.

Administrative Officer

Date