



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

**CHECKLIST FOR MASTER PLAN APPLICATION FOR  
MAJOR LAND DEVELOPMENTS AND MAJOR SUBDIVISIONS**

**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 APPLICATION: \_\_\_\_\_

\_\_\_\_\_  
Administrative Officer

**Master Plans:** The applicant shall submit to the Administrative Officer at least twenty (20) B size (11" by 17") copies of the proposed Master Plans and four (4) copies no larger than 24 inches by 36 inches. 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.). Each plan shall be stamped and dated by a registered professional civil engineer and/or land surveyor in the State of Rhode Island, as applicable and shall include a certification that all plans and improvements conform to all existing and amended standards of the State of Rhode Island.

**Master Plan Narrative Report:** The Applicant shall submit to the Administrative Officer at least forty (40) copies of the Master Plan Narrative Report (actual number of copies to be determined by the Administrative Officer) which includes, but not be limited to : general description of the uses and type of development proposed by the applicant, information on the natural and built features of the surrounding neighborhood, existing natural conditions and man-made uses of the development site, including topographic features, the freshwater wetland and coastal zone boundaries, the floodplains, as well as the proposed design concept, proposed public improvements and dedications, tentative construction phasing and potential neighborhood impacts. The narrative report shall include reduced copies of required plans.

At a minimum, the following information shall be provided:

**A. Master Plan Drawing(s)**

A map or plan of the subdivision parcel showing the following information:

1. \_\_\_\_\_ Name of the proposed subdivision.
2. \_\_\_\_\_ Name and address of property owner and applicant.
3. \_\_\_\_\_ Name, address and telephone number of designer, civil engineer or land surveyor, with stamp of registration, preparing master plan.
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 land being subdivided.
7.     \_\_\_     Zoning district(s) of the land 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.     \_\_\_     Area of the subdivision parcel and proposed number of buildable lots, dwellings or other proposed improvements.
10.    \_\_\_     Location and dimensions of existing property lines within or adjacent to the subdivision parcel, easements and rights-of-way.
11.    \_\_\_     Location, width and names of existing streets within and immediately adjacent to the subdivision parcel.
12.    \_\_\_     A vicinity map, drawn to a scale of 1"=400' or as necessary to show the area within one-half mile of the subdivision parcel showing the locations of all streets, existing lot lines, and zoning district boundaries. Schools, parks, fire stations and other significant public facilities shall be indicated on the locus map by shading and labeling the specific use.
13.    \_\_\_     Names of abutting property owners and property owners immediately across any adjacent streets.
14.    \_\_\_     Location of wooded areas and notation of existing ground cover.
15.    \_\_\_     Location of wetlands, watercourses or coastal features present within the parcel or within 200 feet of the property being subdivided.
16.    \_\_\_     Location of other significant natural features such as wooded areas, rock outcrops, beaches, etc.
17.    \_\_\_     Areas of agricultural use.
18.    \_\_\_     Existing topography with minimum contour intervals of two feet, using MGVD 83 MSL datum, showing natural drainage patterns, and existing stormwater drainage facilities.
19.    \_\_\_     Provisions for collecting and discharging stormwater.
20.    \_\_\_     Location and approximate size of existing buildings or significant structures on or immediately adjacent to the subdivision which may have any effect of the development of the land.
21.    \_\_\_     Proposals, if any, for connection with existing water supply.
22.    \_\_\_     Location of historic cemeteries on or immediately adjacent to the subdivision (if any).
23.    \_\_\_     Location of any unique natural and/or historic features, including stone walls.
24.    \_\_\_     Notation on plan if the subdivision parcel(s) are located within any of the following areas:
  - a)    \_\_\_     Watershed Protection Overlay District
25.    \_\_\_     Location and dimensions of proposed improvements including streets, lots, lot lines, with approximate lot areas and dimensions, utilities, easements, drainage facilities, and other development. Proposed lot lines shall be drawn so as to distinguish them from existing property lines.
26.    \_\_\_     Proposed phasing plan (if any).
27.    \_\_\_     Overall plan of development for any remaining part of the land being subdivided.
28.    \_\_\_     Base flood elevation data (if applicable).
29.    \_\_\_     Open space use plan.
30.    \_\_\_     Parcels of land proposed for dedication to the Town of Portsmouth, the State of Rhode Island, or other quasi-public, non-profit organization or homeowners' association.

**B. Supporting Materials**

1.     \_\_\_ Filing Fee: - \$ \_\_\_\_\_ Received \_\_\_\_\_
2.     \_\_\_ An aerial photograph or a blue line copy of an existing aerial photograph of the proposed subdivision parcel and surrounding area.
3.     \_\_\_ A copy of the soils map of the subdivision parcel and surrounding area, and a general analysis of soil types and suitability for the development proposed. If any prime agricultural soils are within the subdivision parcel(s) the soils map shall be marked to show the location of said prime agricultural soils.
4.     \_\_\_ An estimate of the approximate population of the proposed subdivision.
5.     \_\_\_ An estimate of the number of school-aged children to be housed in the proposed subdivision.
6.     \_\_\_ Proposed phasing, if any.
7.     \_\_\_ Site Analysis (see Article X, Section C 3.).
8.     \_\_\_ The location, details and plans of any previous application to or approval by RIDEM for lowering the water table, or installation of such facilities.
9.     \_\_\_ Initial written comments on the Master Plan from the following agencies: *(Provided by the Administrative Officer)*

Local Agencies:

___ Town Planner	Date: _____
___ Town Administrator	Date: _____
___ Public Works	Date: _____
___ Building Inspector	Date: _____
___ Fire Dept.	Date: _____
___ Police Dept.	Date: _____
___ Public Water Authority	Date: _____
___ School Dept.	Date: _____
Other (specify) _____	Date: _____

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Adjacent communities (specify):

_____	Date: _____
_____	Date: _____

State agencies:

___ Environmental Management	Date: _____
___ Transportation	Date: _____
___ Coastal Resources	Date: _____
___ Other (specify) _____	Date: _____

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Federal agencies:

___ U.S. Army Corps Engineers	Date: _____
___ FEMA	Date: _____

10.    \_\_\_ 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.

**C. INFORMATIONAL MEETING**

A public informational meeting shall be held prior to the Planning Board decision on the master plan, unless the master plan and preliminary plan approvals are being combined, in which case the public informational meeting shall be optional, based upon Planning Board determination.

a) Public notice for the informational meeting is required and shall be given at least seven (7) days prior to the date of the meeting in a newspaper of general circulation within the Town. Postcard notice shall be mailed to the applicant and to all property owners (abutter) within the notice area, as specified by Town regulations.

b) At the public informational meeting the applicant shall present the proposed development project. The Planning Board shall allow oral and written comments from the general public. All public comments shall be made part of the public record of the project application.

c) If the public informational meeting on the master plan and the public hearing on the preliminary plan are combined as provided in Article VI, Section B., all comments from reviewing agencies shall be received prior to the date of the public hearing.

\_\_\_\_\_ List of abutters

\_\_\_\_\_ A copy of notice to abutters

\_\_\_\_\_ Certification that notice was sent to abutters at least seven (7) days prior to meeting

\_\_\_\_\_ Notice published in newspaper at least seven (7) days prior to meeting

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.

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Applicant

**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

**CERTIFICATION OF COMPLETENESS:**

\_\_\_\_\_  
Plat(s) - Lot(s)

I hereby certify that the information required for an application for a master plan for a major subdivision is complete and meets the requirements of Portsmouth's Subdivision Regulations, and that the applicant may proceed with the approval process.

\_\_\_\_\_ Date \_\_\_\_\_  
Administrative Officer