



8.5 MASTER PLAN CHECKLIST
MAJOR LAND DEVELOPMENT AND MAJOR SUBDIVISIONS

Name of Subdivision STONE RIDGE AT HOPKINTON Plat 11 Lot(s) 47A Phase

The second stage of Major Land Development and Subdivision Review consists of an overall plan outlining general, rather than detailed, development intentions. Full engineering details are not required at this stage.

The following information shall be presented in the form of a written narrative report, supplemented as necessary with drawings, sketches or plans to convey intent.

The applicant shall submit to the Town Planner, ten black or blue-line, 24 inch X 36 inch copies, of Master Plan maps required below, and ten reduced size 11 inch X 17 inch copies. The scale of all plans shall be sufficient to clearly show all of the information required and shall be subject to the approval of the Town Planner. Plans shall include certification by a Professional Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to meet a minimum of a Class II Survey and 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.

At a minimum, the following information shall be provided with an attached written statement explaining any items marked as "N/A".

A. MASTER PLAN SUBMISSION REQUIREMENTS

The submission requirements for Master Plan applications for Major Land Development and Major Subdivisions shall consist of the following four elements and shall be prepared in accordance with the drafting standards and plan requirements set forth below:

1. Site Context Map / Existing Resources and Site Analysis Map
2. Sketch Plan Overlay Sheet
3. Supplementary information as set forth in other parts of these Regulations
4. Supporting Materials

B. MASTER PLAN SUBMISSION

SITE CONTEXT MAP / EXISTING RESOURCES AND SITE ANALYSIS MAP

Unless otherwise indicated, plans shall be drawn to a scale of either 1 inch = 100 feet or 1 inch = 200 feet, whichever would best fit on a 24 inch X 36 inch sheet, unless otherwise approved by the Town Planner. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

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Name of Subdivision STONE RIDGE AT HOPKINTON Plat(s) 11 Lot(s) 47A Phase

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

- 1. Name of proposed subdivision
- 2. Name, address and telephone number of property owner and applicant
- 3. Name, address and telephone number of person or firm preparing Master Plan
- 4. Date of plan preparation with revision date(s), if any
- 5. Graphic scale and North arrow
- 6. Plat and lot number(s) of the land being subdivided
- 7. Completed Application Notification Form (see Article XVIII, Section 18.2)
- 8. All information as depicted on the Pre-application Plan, including conditions and revisions as required by the Planning Board
- 9. Zoning district(s) of the land being subdivided. If more than one district, zoning boundary lines must be shown
- 10. Zoning certificate indicating if property is *or* is not located in an aquifer protection area
- 11. Applicant has referred to the *Town of Hopkinton Design Review Guidelines and Standards*, Article XVI of these Regulations
- 12. Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
- 13. Area of the subdivision parcel and proposed number of buildable lots, dwellings or other proposed improvements
- 14. Location and dimensions of existing property lines within or adjacent to the subdivision parcel, including easements and rights-of-way
- 15. Location, width and names of existing streets within and immediately adjacent to the subdivision parcel
- 16. Names of abutting property owners and property owners immediately across any adjacent streets
- 17. Notations on plan of any existing or proposed deed or plat restrictions or protective covenants
- 18. Location of wooded areas and notation of existing ground cover
- 19. Location of land unsuitable for development including known surface waters, rivers, streams, lakes, ponds vernal pools, wetlands and watercourses present.
- 20. Proposed public dedications
No areas proposed of public dedication.
- 21. Tentative construction phasing

**** Deferral to preliminary stage is sought for construction phasing. Construction phasing shall be designed/permitted according to RIDEM RIPDES regulations. The building and solar array shall be constructed at the same time.**

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Name of Subdivision STONE RIDGE AT HOPKINTON Plat(s) 11 Lot(s) 47A Phase

22. Potential neighborhood impacts

23. Areas of prime farmland soils

24. Areas of active agricultural use with annotations for cropland, pasturage, orchard, etc.

No active agricultural uses on the property.

25. Unfragmented forest tracts

Property is wooded.

26. Large or unusual trees, shrubs or other unique vegetation

None known.

27. State, regional or community greenways and greenspace priorities

Not present on property.

* 28. Existing topography with minimum contour intervals or two feet and proposed topographical changes showing contour intervals of two feet

Existing topography shown, proposed to generally match existing and be provided at preliminary plan.

29. Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision

30. Proposals, if any, for connection with existing water supply and sanitary sewer systems or a notation that wells and OWTS are proposed; conceptual locations or existing and proposed water supply and sanitary sewer systems and/or proposed on-site wells and OWTS

31. Provisions for collecting and discharging storm water

32. Location of historic cemeteries on or immediately adjacent to the subdivision, if any

33. Scenic road corridors and state designated scenic areas

Not present on or adjacent to property.

34. Location of any unique natural and/or archeological and historic features, including stone walls, structures, outbuildings, roads or trails, pedestrian sidewalks, and stormwater drainage structures

35. Existing hiking, biking, and bridle trails within the site or in the vicinity where there is an opportunity to link the site with established trails

36. Boat launches, stream access locations and water trails

None present on the property.

37. Existing play fields and playgrounds adjacent to the site

None present on the property.

38. Notation on plan if the subdivision parcel(s) are located within any of the following areas:

Natural Heritage Areas (RIDEM) **Not present on the property.**

Zoning Overlay Districts, if any **Groundwater protection district shown on plan.**

FEMA designated flood hazard zone and FEMA base flood elevation data **Shown on plan.**

Groundwater Protection Overlay District (town) **Shown on plan.**

FAA Part 77 surfaces (See 14 CFR Part 77 – Objects Affecting navigable Airspace) **Not present on the property.**

* Deferral to preliminary stage is sought for proposed grading, stormwater design, soil testing, lighting, architectural drawings, and landscaped drawings.

MASTER PLAN CHECKLIST - MAJOR LAND DEVELOPMENT & MAJOR SUBDIVISIONS, Con't.

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39. Proposed improvements including streets, lots, lot lines with approximate lot areas and dimensions; schematic design and location of proposed roadways, private driveways, parking areas, pedestrian sidewalks and storm water drainage structures. Proposed lot lines shall be drawn so as to distinguish them from existing property lines.
40. Base flood elevation data from FEMA maps, FEMA Flood Insurance Rate Map and reference and elevation boundary
41. Open space use plan (residential cluster development)
None proposed.
42. Location, dimension and area of any land proposed to be set aside as open space, or conveyed to the Town of Hopkinton, for stormwater drainage purposes
None proposed.
43. Proposed construction access road(s) or route(s)
44. Record of any proceedings or decisions of the Zoning Board of Review that pertain to the application or the subject land
45. Street index box
46. Proof of paid up-to-date property taxes from the Hopkinton Tax Collector
47. Verification from the Tax Assessor that property is not in the farm, forest, open space program
48. Copy of a Certificate of Authorization for all Design Professionals from the State of Rhode Island
49. Proof of current registration for all Design Professionals from the State of Rhode Island
50. Number and size of existing and proposed parking spaces and handicapped spaces. In notes provide explanation of parking computations in relation to gross floor area in accordance with *Zoning Ordinance*
51. Computation of impervious lot coverage in accordance with the *Zoning Ordinance*
52. Identification of internal circulation patterns
53. Location of all existing and proposed utilities
54. If contours are being changed, identify existing and proposed contours of two feet
Proposed contours shall generally match existing and be provided at preliminary plan.
55. Location of any existing or proposed sidewalks onsite and/or intermodal transportation connections to adjacent parcels
None proposed.
56. Location of existing private wells within 200 feet of the proposed project
57. Identification of storm water controls. If new drainage structures, submit detailed drainage plan and computations
Conceptual locations shown, detailed design shall be provided at preliminary plan.
58. Location of any existing and/or proposed solid waste facilities including appropriate screening
None present.

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N/A 59. Quantities and locations of proposed use and storage of hazardous materials
Not proposed.

X* 60. Location, dimensions and architectural style of proposed external lighting to include type of lighting and illustration of foot candles equal to scale of plan

N/A 61. Location, dimensions and architectural style of proposed outdoor signs to include materials, colors, lettering type and height, and type of illumination
No signage proposed.

X* 62. Landscaping plan showing all significant proposed clearing of land, removal of vegetation and revegetation, to include detailed design of planting areas, selection of landscape materials and number or each plant and size of plant materials

X 63. Any other information which is relevant to good planning and design

C. MASTER PLAN SUBMISSION – SKETCH PLAN OVERLAY SHEET

X 1. Proposed design concept

X 2. Schematic layout indicating a general concept for land conservation and development

N/A 3. Proposed open space areas
None proposed.

X 4. Proposed location of buildings and major structures, parking areas and recreational facilities (not required of developments involving only single household dwellings)

X 5. Proposed general street layout

N/A 6. Proposed lot lines with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines
No proposed lot lines.

X 7. Description of pedestrian facilities, including, sidewalks, footpaths, trails

D. MASTER PLAN SUBMISSION – SUPPLEMENTARY INFORMATION

The following information shall be presented in the form of a written narrative report, supplemented as necessary with drawings, sketches or plans to convey intent. The narrative report shall include reduced copies of all plans required in A above, plus items 1 – 13 below. The number of copies shall be determined by the Town Planner.

X 1. Proposals, if any, for connection with existing water supply and sanitary sewer systems. If wells and OWTS are proposed, a general description of their location shall be provided

X 2. Provisions for collecting and discharging stormwater

X 3. Notation and description if the property being developed is located within any of the following areas:

X Natural Heritage Areas (RIDEM) X Zoning Overlay Districts

X 4. Base flood elevation data from FEMA maps

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- X* 5. Location of water table test holes and soil percolation tests, with test hole data
- X 6. Proposed phasing, if any
- NA 7. Open Space use plan
None proposed.
- NA 8. Yield Plan, if modified from the Pre-application stage of review
No subdivision proposed.
- X* 9. Architectural schematic drawings (if 2, 3, or 4-unit dwellings are proposed)

E. MASTER PLAN SUBMISSION - SUPPORTING MATERIALS

The applicant shall submit to the Town Planner, copies of a narrative report (actual number of copies to be determined by the Planner) providing a general description of the existing physical environment and existing use(s) of the property along with a general description of the project's major elements including uses and type of development proposed by the applicant.

The narrative report shall include reduced copies of all plans required in B above plus items 2 – 7 below:

- X 1. Filing Fee - \$750 + \$150 per unit, plus required mailing and advertising expenses
- X 2. Project Review Fee
- X 3. An aerial photograph or a black line copy of an existing aerial photograph of the proposed subdivision parcel and surrounding area
- X 4. 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 USDA designated prime agricultural soils and/or hydric soils are within the subdivision parcel(s), the soils map shall be marked to show the location of said prime agricultural soils and/or hydric soils. Soil test borings and additional analysis may be required to demonstrate suitability.
- NA 5. A completed copy of the Conservation Easement Form, if applicable (see Article XVIII, Section 18.10)
None proposed.
- X 6. An estimate of the approximate population of the proposed subdivision
- X 7. An estimate of the number of school-aged children to be housed in the proposed subdivision
- X 8. Fiscal impact statement
- X 9. Narrative describing details of proposed phasing, if any
- X 10. Existing Resources and Site Analysis Map (see Section B above)
- X 11. Ten copies of a 200 foot radius map depicting Assessor's map and lot of project area and name and address of property owners recorded within 200 feet of the development parcel

* Deferral to preliminary stage is sought for proposed grading, stormwater design, soil testing, lighting, architectural drawings, and landscaped drawings.

Name of Subdivision STONE RIDGE AT HOPKINTON Plat(s) 11 Lot(s) 47A Phase _____

- 12. A vicinity map drawn to a scale of 1 inch = 400 feet 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. A general floor plan showing the proposed use and area in square feet of each building and structure and for each proposed use within the structure
- 14. Exterior elevation plans of proposed additions, buildings or structures, showing the front, side and rear views to include height, length, roof pitch, overhang, steps, rails, windows, doors, ramps and other building elements. Exterior elevation plans for additions shall show the entire structure, including existing, and a description of construction materials to include color and texture
- 15. Draft copies of all pertinent legal documents to include deeds conveying any land or easements which may be deeded to the Town as well as any proposed restrictive and protective covenants
None proposed.
- 16. An advisory report from a Traffic Engineer as to need for and location of traffic control signs or other traffic control devices as well as any required ordinances deemed necessary for traffic control when there is a new use for proposed property
- 17. Cross-section and profiles of any proposed impervious surface construction, if intended as a public improvement. Profiles of proposed streets shall include existing and proposed street grades, underground utilities and drainage facilities
None proposed.
- 18. The following notation must be placed on each plan:

"The applicant and/or their representative has investigated the water source proposed to serve the approved land development depicted here on this plan and has found that an adequate supply of potable and non-potable water exists to serve the proposed land use activity, as may be needed. The applicant acknowledges that the Town of Hopkinton has made no expressed or implicit claim that an adequate water supply presently exists or will exist at any point in the future to serve the approved land use activities associated with this development. The applicant further acknowledges that it is the applicant's sole responsibility to ensure an adequate water supply for this development, and not the Town of Hopkinton."

To be distributed by town

- 19. The Applicant shall contact the following agencies in an effort to seek written comments on the Master Plan:

Local Agencies

- | | |
|--|-------------|
| <input type="checkbox"/> A. Planning Department | Date: _____ |
| <input type="checkbox"/> B. Public Works Department | Date: _____ |
| <input type="checkbox"/> C. Building & Zoning Official | Date: _____ |
| <input type="checkbox"/> D. Conservation Commission | Date: _____ |
| <input type="checkbox"/> E. Recreation Commission | Date: _____ |
| <input type="checkbox"/> F. Police Department | Date: _____ |
| <input type="checkbox"/> G. Fire District | Date: _____ |
| <input type="checkbox"/> H. Other (specify) _____ | Date: _____ |

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Adjacent Communities (specify)

___ A. _____ Date: _____
___ B. _____ Date: _____

State Agencies (as appropriate)

___ A. Dept. of Environmental Management Date: _____
___ B. Dept. of Transportation Date: _____
___ C. Other (specify) _____ Date: _____

Federal Agencies (as appropriate)

___ A. U. S. Army Corps of Engineers Date: _____
___ B. Other (specify) _____

To be provided

20. Affidavit of mailed public hearing notices including the names and addresses of all property owners within 500 feet, including anyone on a right-of-way beyond 500 feet whose property must be passed through to reach the applicant's property, agencies, or communities requiring notification by these Regulations. Refer to subsection 8.3.3(A)

To be provided

21. Newspaper copy, newspaper ad, notice

NA 22. Written confirmation that the appropriate water company or district has reviewed the plan(s) and has determined it can/cannot provide water service

No public water.

Water Company or District _____
Date of Letter _____

X 23. The names and addresses of all property owners, agencies, or communities requiring notification as required by these regulations

X** 24. Proposed construction schedule and proposed phasing of development

X 25. Owner Authorization Form (see Article XVIII, Section 18.7)

X 26. Application Notification List (see Article XVIII, Section 18.2)

X 27. Applicant and/or their representative and their engineer have walked the site of the proposed project

X 28. A narrative from the Applicant and/or their representative describing how the proposed development plan comports with the *Design Guidelines and Standards*, as stated in Article XVI.

**** Deferral to preliminary stage is sought for construction phasing. Construction phasing shall be designed/permitted according to RIDEM RIPDES regulations. The building and solar array shall be constructed at the same time.**