



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

**CHECKLIST FOR PRE-APPLICATION / INFORMAL CONCEPT PLANS**

**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

**Ten (10)** copies of all items

A general description of the physical environment and existing uses of the property along with a general description of the uses proposed by the applicant and a concept plan of the subject parcel showing some of the following information:

1. \_\_\_\_ A general location map showing the relationship of the parcel to the area within a half-mile radius
2. \_\_\_\_ Name of the proposed development or subdivision, with "Concept Plan" indicated
3. \_\_\_\_ Name and address of property owner and applicant
4. \_\_\_\_ Date of plan preparation, with revision date(s)
5. \_\_\_\_ True north arrow, and graphic scale (1 inch = 40 feet, or as otherwise required) on 22-inch by 32-inch sheet(s)
6. \_\_\_\_ Assessors Map/Plat, Block, and Card/Lot number(s) of the land being developed or subdivided
7. \_\_\_\_ Dimensions and total area of the subject parcel, and location and dimensions of existing property lines, easements and rights-of-way within or appurtenant to the subject parcel
8. \_\_\_\_ Zoning district(s) of the land being developed or subdivided, with zoning boundary lines shown if there is more than one district
9. \_\_\_\_ Location, width and names of existing public, private and paper streets within and immediately adjacent to the subject parcel
10. \_\_\_\_ Names of abutting property owners and property within 200' of the subject parcel
11. \_\_\_\_ Location and approximate size of existing buildings or significant above-ground structures on the subject parcel

12. \_\_\_ Proposed buildings and other site improvements for a commercial or industrial development; proposed building lots with approximate lot areas and dimensions, with proposed lot lines drawn so as to distinguish them from existing property lines, for a residential development or subdivision
13. \_\_\_ Proposed streets or street extensions and dimensions
14. \_\_\_ A natural and cultural features map of the subject parcel showing the following:
  - a) Location of wetlands, watercourses or coastal features within and immediately adjacent to the subject parcel
  - b) Existing contours at intervals of ten feet
  - c) Base flood elevation data
  - d) Location of wooded areas and areas of agricultural use, and approximate location of stone walls
  - e) Location of any other significant natural or cultural features, including stone walls and historic cemeteries, within or immediately adjacent to the subject parcel

Supplementary information:

1. \_\_\_ Calculations determining allowable density based upon the exclusion of unsuitable land from the total land area of the subject parcel, including the total acreage, the acreage of unsuitable land and the resulting total number of units
2. \_\_\_ Determination if the proposed development or subdivision lies within the Watershed Protection Overlay District(s), or any other area designated by the Town or the State for purposes of environmental protection or natural or cultural resource protection
3. \_\_\_ Soil types from the USDA Soil Survey of Rhode Island and the existence of any ledge or rock outcroppings
4. \_\_\_ Availability of utilities, including water and sanitary sewers
5. \_\_\_ Proposals for connection with existing water supply and sanitary sewer systems, if available, and/or concept for on-site sewage disposal
6. \_\_\_ Concept for collecting and discharging stormwater

\_\_\_ Filing Fee \$ \_\_\_\_\_ received \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Date

Additional Comments

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