

ZONING

405 Attachment 1

**Town of Portsmouth
CHECKLIST FOR MASTER PLAN
LOW OR MODERATE INCOME (LMI) HOUSING DEVELOPMENT**

APPLICANT INFORMATION:

OWNER INFORMATION (if different):

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

PROPERTY INFORMATION:

Plat(s) - Lot(s): _____

Acres: _____ Proposed No. Lots: _____

Total Housing Units: _____

Proposed No. LMI Housing Units: _____

DATE OF APPLICATION: _____

Administrative Officer

The applicant shall submit to the Administrative Officer at least five (5) photocopies of master plan maps required below. 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 Administrative Officer.

At a minimum, the following information shall be provided:

A. Master Plan Drawing(s)

A map or plan of the parcel(s) proposed for development showing the following information:

1. _____ Name of the proposed development.
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 developed.
7. _____ Zoning district(s) of the land being developed. If more than one district, zoning boundary lines must be shown.

PORTSMOUTH CODE

8. _____ Perimeter boundary lines of the development, drawn so as to distinguish them from other property lines.
9. _____ Area of the development parcel in acres and square feet
10. _____ Proposed number of buildable lots, housing units or other proposed improvements, delineating which are to be LMI units.
11. _____ Location and dimensions of existing property lines within or adjacent to the development parcel, easements and rights-of-way.
12. _____ Location, width and names of existing streets within and immediately adjacent to the development parcel.
13. _____ Location of wetlands, watercourses or coastal features present within the parcel or within 200 feet of the property being subdivided.
14. _____ Location of other significant natural features such as wooded areas, rock outcrops, beaches, etc.
15. _____ Areas of agricultural use.
16. _____ Existing topography showing natural drainage patterns, and existing stormwater drainage facilities.
17. _____ Preliminary locations of facilities for collecting and discharging stormwater.
18. _____ Location and approximate size of existing buildings or significant structures on or immediately adjacent to the subdivision which may have any effect on the development of the land.
19. _____ Proposals for connection to water supply. Confirmation of availability of public water supply, if applicable.
20. _____ Location of historic cemeteries on or immediately adjacent to the subdivision (if any).
21. _____ Location of any unique natural and/or historic features, including stone walls.
22. _____ Notation on plan if the development parcel(s) are located within any of the following areas:
 - a) _____ Watershed Protection Overlay District
 - b) _____ Residential Multi-Family Incentive District
23. _____ If a subdivision of land is proposed for housing on individual lots, show the 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. *For multifamily or condominium developments having multiple buildings on a single lot, or a combination of lots, see Section B.*
24. _____ Proposed phasing plan (if any).
25. _____ Overall plan of development for any remaining part of the land being subdivided.
26. _____ Base flood elevation data (if applicable).
27. _____ Open space use plan.

ZONING

28. _____ 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 (if any).

B. Multi-Family Developments

For developments involving multiple buildings on a single lot, such as multifamily dwellings, apartments or condominiums, the following information shall be provided.

1. _____ A location map showing the location of the proposed site in relation to the Town of Portsmouth.
2. _____ A plot plan showing the entire area to be developed as well as any abutting land under control of the applicant or owner of the land shown on the plan.
3. _____ Site development plan(s) to show the following:
 - a) Contain a title block in the lower right corner including the name of the surveyor, designer and engineer, the name of the development, owner and applicant if other than owner, the date and scale, the acreage and the number of efficiency or one bedroom units, the number of two bedroom units and the number of units containing three or more bedrooms.
 - b) Show location and width of all proposed vehicular and pedestrian interior ways.
 - c) Show location and number of spaces of proposed parking.
 - d) Show location of all proposed buildings by type (i.e. Apartment, townhouse, recreation, etc.) with the number of units by bedroom distribution. Show the locations and sizes of housing units in each building, delineating which are to be LMI units.
 - e) Show location and type of retention/erosion control areas if necessary to meet drainage requirement.
 - f) Show the proposed location and treatment of all open spaces.
 - g) Show density calculations, lot coverage (buildings and paved surfaces), and setbacks of all buildings and paved areas.
4. _____ Preliminary scaled architectural drawings for each building shall include the following:
 - (a) A tabulation of proposed buildings by type and size to indicate number of units in each building, number of bedrooms and floor area in each unit, total floor area in each building.
 - (b) Proposed ground coverage and a tabular summary of the area of the tract to be occupied by buildings, by parking and by total impervious area.
 - (c) Typical building elevations.
 - (d) Identification of all housing units proposed to be restricted to occupancy for low and moderate income persons.

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C. Supporting Materials - Comprehensive Permits

In accordance with Article XIX of the Zoning Ordinance, the following information shall also be submitted to the Administrative Officer for all applications for a comprehensive permit:

1. _____ A letter of eligibility issued by the Rhode Island Housing Mortgage Finance Corporation, or in the case of projects primarily funded by the U.S. Department of Housing and Urban Development or other state or federal agencies, an award letter indicating the subsidy, or application in such form as may be prescribed by the Town of Portsmouth for a municipal government subsidy; and
2. _____ A written request to the Planning Board to submit a single application to build or rehabilitate low or moderate income housing in lieu of separate applications to the applicable local boards. The written request shall identify the specific sections and provisions of applicable local ordinances and regulations from which the applicant is seeking relief; and
3. _____ A financial pro-forma for the proposed development; and,
4. _____ The Planning Board may request additional, reasonable documentation throughout the public hearing, including, but not limited to, opinions of experts, credible evidence of application for necessary federal and/or state permits, statements and advice from other local boards and officials.

D. Supporting Materials

The applicant shall submit to the Administrative Officer up to ten (10) copies of a narrative report (actual number of copies to be determined by the Administrative Officer) providing a general description of the existing physical environment and existing use(s) of the property along with a general description of the uses and type of development proposed by the applicant. The narrative report shall include reduced copies of all plans required in Nos. A - C above, if applicable, plus items 2-7, below:

1. _____ Filing Fee: - \$ _____
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. _____ Location and provisions for the treatment and disposal of wastewater (ISDS, public sewer, advanced treatment systems, other).
5. _____ An estimate of the approximate population of the proposed subdivision.
6. _____ An estimate of the number of school-aged children to be housed in the proposed subdivision.
7. _____ Proposed phasing, if any.

