



**RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**

Onsite Wastewater Treatment Program  
Office of Water Resources, Room 260

235 Promenade Street, Providence, RI 02908-5767



# SUBDIVISION SITE SUITABILITY CERTIFICATION APPLICATION REVIEW CHECKLIST

SUBDIVISION NAME: \_\_\_\_\_

TOWN: \_\_\_\_\_

OWNER: \_\_\_\_\_

DESIGNER: \_\_\_\_\_

The following checklist is to be completed by the designer to verify conformance with OWTS Subdivision regulation and policy. Indicate by entering “yes” or “NA” (Not Applicable).

## I. SUBMISSION REQUIREMENTS (CHECK APPROPRIATE SUBMISSION)

### A. NEW SUBDIVISION

- Application Form (4 copies)
- 4 Sets of Plans
- Proper Fee (\$100/lot for 1 to 9 lots; 10 or more lots: \$1,000 plus \$50 for each lot over 10)

### B. REVISION OR AMENDMENT TO SUBDIVISION

(to revise a previously approved subdivision suitability report due to revised lot layout or seeking modification of findings)

- Application Form (4 copies)
- 4 Sets of Plans
- Previous Subdivision Number
- Proper Fee (\$50/Lot for 1 to 9 lots; 10 or more lots: \$500 maximum)

### C. ADDENDUM TO SUBDIVISION

(i.e., extension; for Land adjacent to Land approved under a previous subdivision suitability report but not previously reviewed)

- Application Form (4 copies)
- 4 Sets of Plans (and subdivision name, the same as original Subdivision)
- Previous Subdivision Number
- Proper Fee (\$100/lot for 1 to 9 lots; 10 or more lots: \$1,000 plus \$50 for each lot over 10)

### D. SECOND RESUBMISSION

(If the application has been previously reviewed by the Department and determined to be deficient, and the resubmission does not address these deficiencies, the Department will assess a fee for the second resubmission.)

- Proper Fee (Fifty percent of the original fee, with a maximum of \$300)

## **II. SUBDIVISION PLAN REQUIREMENTS**

- Appropriately scaled Topographic Map of the entire area under consideration (Legible Plans)
- Proper contours as follows:
  - A) For land that slopes less than approximately 2 percent, show spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 ft. apart in all directions
  - B) For land that slopes more than approximately 2 percent, show broken line contours with an interval of not more than 2 feet
  - C) Datum on which the elevations or contours are based noted on plans
  - D) Permanent reference benchmark noted and shown on plans
- Proposed cuts and/or fills of more than 1 foot indicated by solid line contours showing approximate finished grades around area of system and roadway
- All rights of way, easements and proposed roadways shown
- Plan and profile showing existing and proposed finished grades of proposed roads
- Existing and proposed drainage and outfalls, including structures, swales and channels shown
- Natural waters or water courses, swamps, marshes, wetlands, wetland edges, drainage ways, detention basins, swales, coastal waters and other depressions shown
- Bedrock outcrops and wooded areas shown
- Stone walls and trails shown
- Proposed wells or proposed public water shown
- Proposed OWTS and alternate area (if applicable) conforming with rules (if possible include proposed bottom of system elevations)
- Location of all soil evaluations (including disclaimed water tables) performed to date
- Note critical resource areas on plan
- Complete legend
- Proper stamp and signature (drainage stamped by a P.E.)
- Features below to be shown, designated or reported (noted) for lands immediately adjacent on topographic map
  - A) Natural waters or watercourses within 200 feet of proposed subdivision
  - B) Existing and proposed private wells within 200 feet of proposed subdivision (drinking water wells and wells used for non-potable uses)
  - C) Any watershed of an existing or proposed public water supply source or critical area with respect to proposed subdivision
  - D) Existing OWTS within 100 feet of proposed subdivision
  - E) Existing drains within 100 feet of proposed subdivision (in critical resource areas must note where drainage discharges to)
  - F) Existing and proposed public water supply wells within 500 feet of proposed subdivision

## **III. LOCATION MAP**

- Location map or sketch showing existing highways, streets and/or other identifiable landmarks or distances thereto shown (may be incorporated on the topographic map)

## **IV. SOIL EVALUATION TEST**

- A soil evaluation for each lot in accordance with Rule 15
- Existing ground elevations at soil evaluation test holes on topographic map by contour lines or spot elevations (preferred).

## **V. APPLICATION FORM**

- Subdivision Site Suitability Certification
- Soil evaluation data
- Watertable data
- Soil description
- Soil category
- Owners signature
- Proper signature(s)

## **VI. SOIL SURVEY**

- Copy of page or pages of the latest soil survey published by the Natural Resources Conservation Service of the U.S. Department of Agriculture illustrating the location of proposed subdivision

**ENGINEERS COMMENTS:**

**OWTS REVIEW COMMENTS:**

**THE APPLICATION, PLANS AND ATTACHMENTS ARE BEING RETURNED UNACCEPTABLE.**

**IMPORTANT NOTE: IF CHECKED, PLEASE ENCLOSE THIS ORIGINAL CHECKLIST WITH RE-SUBMITTAL OF THIS PROJECT IN RESPONSE TO DEM REVIEW.**

**DEM OFFICIAL** \_\_\_\_\_

**DATE** \_\_\_\_\_