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(1942-2023)

October 24, 2024

Jay Parker, AICP
Principal Planner
Town of South Kingstown
180 High Street
South Kingstown, RI 02879

Re: Martha Rohrer and Estate of Arthur Steadman
Rohrer-Steadman Minor Subdivision
507 Curtis Corner Road (Plat 39-3, Lot 7)

Dear Planner Parker,

We hope you are doing well. Please accept this letter and attached plans on behalf of Martha Rohrer and the Estate of Arthur Steadman for the Rohrer-Steadman Minor Subdivision.

Due to the new zoning laws effective January 1, 2024, since this application proposes only four (4) buildable lots, it qualifies as a minor subdivision under RIGL § 45-23-32 (48) (ii).

RIGL § 45-23-38 controls the process for minor subdivisions. In this instance, this project does not require a public hearing and may be administratively approved.¹

We previously submitted a version of these plans to the Planning Department. We received a Notification of Incomplete Submittal (attached for reference). The following list includes the items we needed to revise or add to be certified complete. Please see the *italicized underlined* text for comments relative to the added material for the submission:

1. The application review fee, as established by the South Kingstown Subdivision and Land Development Regulations; a fee of \$100.00 was included with the submission, however the fee for Preliminary Plan of a Minor Subdivision is \$200.00 + \$20.00 / lot

¹ RIGL § 45-23-38 (a) (2) The administrative officer shall review and grant, grant with conditions, or deny all other applications under this section and may grant waivers of design standards set forth in the local regulations and zoning ordinance. The administrative officer may utilize the technical review committee for initial review and recommendation. The local regulations shall specifically list what limited waivers an administrative officer is authorized to grant as part of their review.

or unit. The total fee is \$280.00. A check for \$280.00 has been forwarded to the SK Planning Department.

8. PDFs of all application materials (all application forms, plans, and supporting materials) which are to be uploaded to the Town's FTP site. Electronic files of the application and submission materials were not submitted. All files have been uploaded to the FTP site and emailed to Principal Planner Parker.

(D) Proposed Conditions Plan(s)

6. Proposed location, size, and type of all above ground and underground utilities servicing the property, including wastewater, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be required for site development. Proposed locations for utilities not complete, particularly associated with proposed Lot 3. Driveways should also be shown due to the potential conflicts with utilities. Please see submitted revised plans entitled: Rohrer – 507 Curtis Corner Road – Preliminary Plan – Administrative 10 24 24
9. All utility and site improvement related details, including those related to the installation of drainage systems, and utility infrastructure, as applicable. Not shown. Please see submitted revised plans entitled: Rohrer – 507 Curtis Corner Road – Preliminary Plan – Administrative 10 24 24

(F) Supporting Materials

4. If wetland edge verification is required by the Administrative Officer, 2 copies of documentation of such verification from RIDEM. RIDEM Wetland edge verification required. Please see submitted plan entitled Rohrer – DEM FWW Delineation 24-0077 – Prelim. Plan – Admin – 10 24 24
10. For subdivisions proposing service by OWTS, 2 copies of either:
 - Subdivision site suitability certification from RIDEM; or
 - Soil evaluation approval from RIDEM not submitted, RIDEM approved OWTS permits required at Preliminary Plan stage of review.
Please see attached Rohrer – Signed RIDEM Soil Evaluation 10 24 24. Please note that we have submitted the signed RIDEM Soil Evaluation forms pursuant to the Minor Subdivision Checklist. We do not believe that a RIDEM OWTS permit is required at the minor subdivision state of review per the Minor Subdivision Application Checklist.

We understand that your office is extremely busy with applications. We appreciate your time and consideration in the review of this application.

Please contact me at any time with any questions or concerns. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "James M. Callaghan", with a long horizontal flourish extending to the right.

James M. Callaghan



NOTIFICATION OF INCOMPLETE SUBMITTAL

Minor Subdivision Preliminary Plan

This letter serves as notice to the applicant, **Martha Rohrer and Estate of Arthur Steadman**, that the **Preliminary Plan submittal** for the project referred to as the **Rohrer-Steadman Minor Subdivision**, located on Assessor's Plat 39-3, Lot 7 located at 597 Curtis Corner Road, received by the Town of South Kingstown Planning Department on February 15, 2024 has been deemed incomplete.

To obtain a Certificate of Completeness, the following items outlined in the checklist for Preliminary Plan submittal must be addressed.

To initiate the application, the applicant shall submit to the Administrative Officer:

1. The application review fee, as established by the South Kingstown Subdivision and Land Development Regulations; A fee of \$100 was included with the submission, however the fee for Preliminary Plan of a Minor Subdivision is \$200 + \$20/lot or unit. The total fee is \$280.
2. Sixteen (16) copies of the Project Review Application Form, printed double-sided;
3. Two (2) copies of the Project Team Form;
4. One (1) notarized Owner Authorization Form for each owner of property proposed for subdivision;
5. Six (6) full size, paper copies of each required plan, as indicated in Sections (B) and (D), below;
6. Minor subdivisions proposed as Flexible Design Residential Projects (FDRPs) shall submit six (6) full size, paper copies of a Yield Plan, as described in Section (C), and of an Open Space Use Plan, as described in Section (E), below;
7. The number of copies of each of the required supporting materials indicated in Section (F), below, printed double-sided as may be appropriate; and
8. PDFs of all application materials (all application forms, plans, and supporting materials), which are to be uploaded to the Town's FTP site. Electronic files of the application and submission materials were not submitted. OK

(D) Proposed Conditions Plan(s)

The applicant shall submit a Proposed Conditions Plan(s) that complies with the standards found within the Subdivision and Land Development Regulations. The Proposed Conditions Plan(s) shall accurately depict the following information, in addition to the information listed in (A), above:

1. Boundaries and total area of any land classified as "unsuitable for development," as defined by the Subdivision and Land Development Regulations
2. Proposed number of buildable lots
3. Proposed easements and rights-of-way within the subdivision parcel(s), or those to be acquired adjacent to the subdivision parcel(s) as may be necessary
4. Proposed lot lines, with accurate dimensions and lot areas, drawn so as to distinguish them from existing property lines
5. Location, dimension, total area, and proposed use of land to be set aside as open space, if any
6. Proposed location, size, and type of all above ground and underground utilities servicing the property, including wastewater, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be required for site development. Proposed locations for utilities not complete, particularly associated with OK

proposed ^Q ~~Lot 3~~. Driveways should also be shown due to the potential conflicts with utilities

7. If proposed, plan and profile design information for any extension of public or private utility infrastructure
8. If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM
9. **All utility and site improvement related details, including those related to the installation of drainage systems, and utility infrastructure, as applicable. Not shown.**
10. Certification by a RI Registered Professional Engineer that the Proposed Conditions Plan is correct

(F) Supporting Materials

The following supporting materials must be submitted at the time of application:

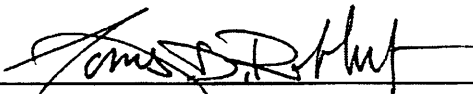
1. **10 copies** of a vicinity map drawn to a measurable scale as necessary to show the area within one-half mile of the subdivision parcel, identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations, and other significant public facilities
2. **10 copies** of an aerial photograph of the subdivision parcel(s)
3. If no freshwater wetlands and/or wetland buffers are depicted within the plan set, **2 copies** of an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision parcel(s)
4. **If wetland edge verification is required by the Administrative Officer, 2 copies of documentation of such verification from RIDEM. RIDEM Wetland edge verification required.** ^{OK}
5. If no coastal features and/or coastal feature buffers are depicted within the plan set, **2 copies** of an affidavit signed by a qualified professional stating that there are no coastal features and/or buffer areas adjacent to or within the subdivision parcel(s)
6. For subdivisions proposing service by an existing public water main, **2 copies** of a written statement from the appropriate water company or district that the proposed plan, with plan revision date indicated, has been reviewed and which provides confirmation that water service is available
7. For subdivisions proposing water service through extension of a public water main, **2 copies** of a written statement from the appropriate water company or district that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
 - Confirmation that water service is available;
 - Approval of connection to the existing water main as depicted on the plan, if applicable; and,
 - If extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan, if applicable
8. For subdivisions proposing service by an existing public sewer main, **2 copies** of a written statement from the Town of South Kingstown Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which provides confirmation that sewer service is available
9. For subdivision proposing wastewater service through extension of a public sewer main, **2 copies** of a written statement from the Town of South Kingstown Department of Public Services that the proposed plan, with plan revision date indicated, has been reviewed and which provides:
 - Confirmation that sewer service is available;

- Approval of connection to the existing sewer main as depicted on the plan; and
 - If extension is proposed, approval of extension of the sewer main as depicted on the plan
10. For subdivisions proposing service by OWTS(s), 2 copies of either:
- Subdivision site suitability certification from RIDEM; or
 - Soil evaluation approval from RIDEM Not submitted, RIDEM approved OWTS permits required at Preliminary Plan stage of review
11. For developments proposing new physical access to a State right-of-way, 2 copies of a RIDOT Physical Alteration Permit
12. For developments proposing use of existing physical access to a State right-of-way, 2 copies of an amendment to the original RIDOT Physical Alteration Permit, or of a letter from RIDOT indicating that no further RIDOT approval is necessary

OR

This Notice of Incomplete Submittal is considered a decision of the Administrative Officer of the Planning Board. In accordance with Section 505.1.D.3 of the Town of South Kingstown Zoning Ordinance any party aggrieved by a decision of the Administrative Officer shall have the right to appeal that decision to the Planning Board of Appeals in accordance with the procedure set forth in Article XII of the Subdivision and Land Development Regulations. The appeal must be taken within twenty (20) days of the date of receipt.

Please contact me if you have any questions about the materials required.


James D. Rabbitt, AICP, Administrative Officer
Town of South Kingstown Planning Board

2/29/2024
Date