



DOWDELL ENG
COMMENTS

1/2/25

NOTIFICATION OF INCOMPLETE SUBMITTAL

Minor Subdivision Preliminary Plan

This letter serves as notice to the applicant, Robert F. Hefner 2020 Trust, that the Preliminary Plan submittal for the project referred to as the Hefner Minor Subdivision, located on Assessor's Plat 87-1, Lot 1 and Plat 86-2, Lot 20 located at 171 and 231 Sycamore Lane, received by the Town of South Kingstown Planning Department on October 7, 2024, has been deemed incomplete.

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

Required Application Materials

4. One (1) notarized Owner Authorization Form for each owner of property proposed for subdivision; **The proposed minor subdivision involves 2 properties and 2 property owners; an Owner Authorization Form is required from each owner. Please submit a completed Owner Authorization Form for 171 Sycamore Lane, A.P. 86-2, Lot 20. In addition, the Owner Authorization Form submitted for 231 Sycamore Lane, A.P. 87-1, Lot 1, does not appear to be properly completed. The submitted form is submitted in the name of Robert F. Hefner, in his individual capacity. However, the town's Tax Assessor's records show that the property is owned by the Robert F. Hefner 2020 Trust.** ✓ OWNER AUTHORIZATION ATTACHED

(A) Every plan sheet submitted shall contain the following information:

1. Name of the proposed subdivision. **Name only appears on cover page and not in title blocks in other pages.** ✓ FIXED
3. Name and address of the applicant(s). **Please clarify applicant name and address on each page.** ✓ FIXED
4. Name and address of the property owner(s). **Does not appear on cover page or sheet 1.** ✓ FIXED
15. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the subdivision, including base flood elevation data for applicable zones. **Flood zone boundaries not identified on Sheet 1, nor shown on Sheets 2 and 3.** ✓ FIXED

(B) Existing Conditions Plan(s)

The applicant shall submit an Existing Conditions Plan(s), which shall accurately depict the following information, in addition to the information listed in (A), above:

16. Notation indicating that the subdivision parcel(s) are located or not located within the following areas of special concern:

- e. An OWTS Critical Resource Area, as defined by RIDEM. **Not indicated.** → SEE NOTE 6

(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:

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. **Please delineate proposed approximate building footprints, associated driveways, and utilities (including approximate location of OWTS and wells). Please also confirm proposed electrical services.** ✓ FIXED

(F) Supporting Materials

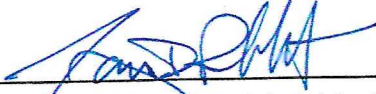
The following supporting materials must be submitted at the time of application:

4. If wetland edge verification is required by the Administrative Officer, **2 copies** of documentation of such verification from RIDEM. **Verification is required (CRMC?) to confirm coastal feature location and corresponding land suitable for development as shown on plans. If waiver will be requested please submit a letter outlining all waivers being requested.** ✓ SEE ATTACHED PD + STATEMENT

The Administrative Officer shall have the authority to determine if any of the requirements of this Checklist are not applicable to the proposed development and therefore not required for a Certificate of Completeness to be issued.

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

10/24/2024
Date