



Application certified complete
 on _____
 by _____
(for DPD office use only)

**City Of Providence
 Application for Development Plan Review**

Date _____

1. General Information

A. Assessor's Plat(s): _____ Lot(s): _____

B. Street Address (es) _____

C. Applicant's Name, Address, Telephone no.

D. Owner's Name, Address, Telephone no. (include all owners of property)

2. Description of Development

3. Type of Development Plan Review required (For DPD Office Use)


City Plan Commission Review Development Plan Review Committee

4. Owner/Applicant Signature(s) and date _____

Application received on _____ by _____

Procedure for Development Plan Review

1. Schedule a pre-application meeting with Choyon Manjrekar, Principal Planner, Department of Planning and Development (DPD), 444 Westminster Street, Providence 02903 (tel. 680-8525). A conceptual illustration is helpful at this stage. The proposal will be reviewed to determine eligibility for Development Plan Review (DPR) and to identify any potential issues related to development.
2. The DPD, in conjunction with the applicant, shall determine which items listed in the Development Plan Review checklist are required for submission.
3. Complete the application form “DPR” *All owners of all pieces of property must sign the form.*
4. The DPD shall certify submissions complete or incomplete. Incomplete plans shall be returned to the applicant to address any outstanding issues. Complete submissions shall be certified complete for the plan review process and the applicant will be scheduled for a meeting with the Development Review Committee.
5. Four (4) sets of plans no smaller than 11x17 inches will need to be submitted with the application for plans to be reviewed by the DPR committee. Ten (10) sets of plans are required for plans to be reviewed by the City Plan Commission (CPC)
6.
 - i. The DPD will convene a meeting of the DPR Committee consisting of the Director of the Department of Inspection and Standards or his or her designee, the Director of the Department of Planning and Development or his or her designee and the City Forester. The applicant or a representative shall attend the meeting to note comments and suggestions made during the review. The Committee will review the plan and approve, approve with conditions or deny the plan. If approved subject to certain conditions, all plans and drawings submitted as part of the application for a building permit shall reflect those conditions.
 - ii. If City Plan Commission (CPC) Review is required, the DPD will include the item on the agenda of an available CPC meeting. The CPC will review the plan and approve, approve with conditions or deny the plan. If approved subject to certain conditions, all plans and drawings submitted as part of the application for a building permit shall reflect those conditions.
7. The applicant will receive correspondence from the DPD outlining plan changes if they are required. The applicant shall make the necessary changes and submit revised plans to the DPR Committee for final approval.
8. If satisfactory, the DPD shall affix an approval stamp (pictured below) to the original plan and issue a letter of approval. Copies of the plan and letter will be sent to members of the DPR body and the applicant.

City of Providence Development Plan Review <i>Development Plan Review Approval</i>		
Name: _____		
Project # _____		
Approved pursuant to Section 1905 and 1906 of the City of Providence Zoning Ordinance		
Administrative Officer; Dept. of Planning & Development		Date

9. A copy of the plan set and approval letter will be retained by the DPD, Building Official and City Forester.
10. The applicant can apply for necessary permits after receiving approval.

Development Plan Review

Checklist for Development Plan Review	
1	Application Form with name and address of Applicant and/or property owner
2	Date of plan preparation, with revision date(s) (if any).
3	Graphic scale and true north arrow.
4	Plat and lot number(s) of the parcel or parcels being developed or subdivided.
5	Zoning district(s), including overlay zones, of the parcel(s) in question. If more than one district, zoning boundary lines must be shown.
6	Location, width and names of existing streets within and adjacent to development parcel.
7	Site plan drawn to scale depicting in sufficient detail, existing and proposed layouts of buildings, parking areas, hardscape and softscape features
8	Landscape plan depicting existing and proposed trees, and a canopy coverage calculation per Article 15 of the Zoning Ordinance.
9	Drainage, traffic and grading plans (if required)
10	Any additional requirements determined in Step 1.