



Application certified complete  
 on \_\_\_\_\_  
 by \_\_\_\_\_  
*(for DPD office use only)*

**City Of Providence- City Plan Commission**  
**Application for Major Subdivision or Major Land Development Project**

Date \_\_\_\_\_

**1. General Information**

A. Assessor's Plat(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

B. Street Address, if Applicable \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. Description of Change**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Tax Obligation**

Current Tax Obligation for Assessor's Plat(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

\_\_\_ has been met by the owner for tax period ending \_\_\_\_\_

\_\_\_ has not been met by the owner. (Submission is not complete until taxes are paid.)

**4. Owner/Applicant Signature(s) and date \_\_\_\_\_**

Application received on \_\_\_\_\_ by \_\_\_\_\_

## **Procedure for filing Major Subdivision or Land Development Project**

1. Complete the application form “MA.” *All owners of all pieces of property must sign the form.*
2. Have a Major Subdivision or Land Development Plan prepared. All subdivision plans must be created by a professional land surveyor registered in the State of Rhode Island. Plans for Land Development Projects will require engineering plans as well. Items required only for land development project submissions are marked **LDP**. *The plans must include all elements listed in the checklist below.*
3. When the plan is complete, schedule a Pre-application Meeting with Choyon Manjrekar, Principal Planner, Department of Planning and Development, 444 Westminster Street, Providence 02903 (tel. 680-8525). The plan will be reviewed for completeness and you will be scheduled for a meeting of the City Plan Commission.
4. There is a separate \$200 application fee for master and preliminary plan stage. Checks are to be made payable to “City Collector.”
5. Ten (10) sets of plans reduced to 11x17 inches will need to be submitted with the application.
6. The plan will be reviewed by the City Plan Commission at two or more of its monthly meetings. The applicant is required to attend these meetings. The applicant is required to provide notice of the meetings and to have a stenographer record the meetings.
7. Following approval by the Commission the applicant will be required to file the plan with the Providence Recorder of Deeds in City Hall. There will be a recording fee.
8. Department of Planning and Development staff will forward copies of the plan to the Tax Assessor’s Office and the Department of Inspection and Standards. A letter announcing the approval of the subdivision or Land Development Project will also be posted in the City Clerk’s Office.

### **Public Engagement**

Applicants are encouraged to engage neighborhood groups and residents where the project is located to discuss plans prior to master plan submission. The applicant shall contact the City Councilor in whose ward the project is located to inform them of the development.

**Major Subdivision and Major Land Development Project  
Checklist of Required Information**

	<b>M</b>	<b>P</b>	<b>F</b>	<b>Checklist for Major Subdivision or Major Land Development Project</b>
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				Deed Book and Page numbers from Recorder of Deeds.
7				Perimeter boundary lines of the development, drawn so as to distinguish them from other property lines.
8				Perimeter boundary lines - Curves shall include radius, arc length, central angle, tangent and chord length.
9				Location and dimensions of existing property lines within or adjacent to the development parcel(s).
10				Existing property lines shall show interior angles and distances.
11				Location and dimensions of existing easements and rights-of-way, including, buildings, water courses, railroads, utilities, and other similar features, if any.
12				Certified copy of deed(s) from the Recorder of Deeds Office.
13				Municipal Lien Certificate from the Tax Collector's Office showing zero balance due for the tax year
14				New metes and bounds or legal description of parcel(s) (if applicable).
15				Location, width and names of existing streets within and adjacent to development parcel.
16				The names and addresses of abutting property owners, within a two hundred (200) foot radius of the subject lot(s) to be subdivided or developed (taken from the most recent records of the City Assessor) and names and addresses of agencies or communities requiring notification as required by these Regulations.
17				Required Public Hearing: Certified mail receipts. Return receipts (green post-cards) to be addressed to the CPC, c/o the Administrative Officer. See Section 805.
18				Location of wetlands, watercourses or coastal features, if present on or within two hundred (200) feet of the property being developed to be generally identified on a plat map.

	M	P	F	<b>Checklist for Major Subdivision or Major Land Development Project</b>
19				Affidavit of mailings for Master and Preliminary Plan stages.
20				Written confirmation of compliance, if required, with the appropriate State Agency, including but not limited to the Coastal Resources Management Council or the Rhode Island Department of Environmental Management (RIDEM) Freshwater Wetlands Act.
21				Location and dimension of all existing and proposed utilities within and immediately adjacent to the development, including sewer, water, gas, electric, telephone, cable TV, fire alarm, hydrants, existing utility poles, (including location and type of proposed poles and fixtures), stormwater drainage or other existing above or underground utilities.
22				Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the development.
23				Location of properties within the Historic District Overlay Zones and National Register District.
24				Proposed improvements including buildings, open spaces, driveways and parking areas, streets, lots, lot lines, with lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines <b>LDP</b>
25				Elevations of all building facades including retaining walls and appurtenant structures. (conceptual at Master Plan stage.) <b>LDP</b>
26				Base flood elevation data. <b>LDP</b>
27				Soil erosion and sediment control plan. <b>LDP</b>
28				Conceptual Landscape Plan <b>LDP</b>
				Detailed landscape plan prepared by registered landscape architect <b>LDP</b>
29				Grading plan to show existing and proposed contours at two-foot intervals for all grading proposed for on and off-site street construction, sewer and water installations, drainage facilities and upon individual lots if part of proposed subdivision or land development improvements.
30				Proposed street plan, profiles and cross-sections drawn at a scale of not less than 1" = 40'.
31				Proposed street names.
32				Traffic study (if required by the City Plan Commission.)
33				Drainage plan showing the measures to be taken to control erosion and sedimentation during and following the development and the measures planned to provide for the control of stormwater runoff. Also, provisions for collecting and discharging stormwater.
34				A lighting plan showing the location of all light poles, light fixtures and light emitting devices with light levels measured in foot candles. Cut sheets of all

	M	P	F	<b>Checklist for Major Subdivision or Major Land Development Project</b>
				light fixtures shall be included with the lighting plan. <b>LDP</b>
35				Location, dimension and area of any land proposed to be dedicated to the City of Providence or payment in lieu of such dedication.
36				A Physical Alteration Permit issued by the RI Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary).
37				Copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents.
38				Written comments on the Preliminary Plan.
39				Any changes or requirements required by the City Plan Commission at the Preliminary Plan Stage.
40				Certification by a Registered Land Surveyor that a perimeter survey of the land being developed has been performed and conforms to the survey requirements of these Regulations.
41				Deed or instrument transferring to the City all public streets and/or other public improvements, and subject to approval by the Department of Public Works.
42				Deed transferring land proposed for dedication to the City or other qualified group or agency for open space purposes (if applicable).
43				Payment of Required Fees
a				a. Application Filing Fee - \$400 (\$200 due with application Submission; \$200 due at preliminary plan stage)
b				b. Engineering Inspection Fees - See Section 703.2
c				c. Recording Fee
44				Either of the following: a. A letter stating it is the intent of the applicant to complete the required improvements; or, b. A letter requesting that security be set by the CPC sufficient to cover the cost of required improvements:
45				Performance bond or other financial guarantees (Initial amount and date set by the Commission)
46				Maintenance bond for acceptance of public improvements, if applicable.