

**CAPITAL CENTER COMMISSION**  
**DEVELOPER INFORMATION PACKET**

Thank you for your inquiry into the development process within the Capital Center Special Development District. The Capital Center Commission and its Design Review Committee look forward to working with your development team to insure that your project is a success for you and an asset to the City of Providence.

All projects within the Capital Center Special Development District must conform to both the Capital Center Design and Development Regulations and the City of Providence Zoning Ordinance. Additionally, certain parcels within the District are subject to regulation by the RI Department of Environmental Management (DEM) and the RI Coastal Resources Management Council (CRMC).

Development teams are strongly encouraged to utilize design professionals with experience and expertise in urban areas. Proposed projects should provide for a richness of detail and materials and complement other developments within the District. The project design should particularly address the pedestrian experience and connections.

There are five general steps that the development team should follow in planning a project within Capital Center.

1. Contact the Administrative Officer to discuss the project, the general process and time schedule.
2. Pre-workshop meeting: The development team should schedule a pre-workshop meeting with the Administrative Officer and the Commission's design consultant to review the project for general compliance with the Design Regulations.
3. Design Review Committee Workshop Presentations: The development team will schedule a series of workshop presentations with the Design Review Committee to review and refine the project details in compliance with the Regulations. Depending upon the complexity of the project, the development team should anticipate a minimum of four to six workshop meetings before the project is ready for the final application for approval.

The sequence of the workshops is generally as follows:

- Workshops 1-2: Review site plan, massing, height and uses
- Workshops 3-4: Review early design details, project renderings,
- Workshops 5-6: Review detailed project elevations, materials, landscape and signage, and streetscape.

The Design Review Committee meets twice a month but will try to accommodate the developer's schedule.

4. Informational presentation to the full Capital Center Commission: About halfway through the design workshop process, the development team will make a progress presentation to the full Capital Center Commission.
5. Application and Processing Fees: The required application and processing fees are included in Exhibit C of the Commission's Internal Operating Procedures. The development team should note that the required application fee is non-refundable and may be required to be paid in increments as the pre-application workshop reviews occur. The full application fee is due upon the filing of the formal application. The amount of the applicable fee is included in the Commission's Internal Operating Procedures.

Additionally, the development team is responsible for all design and legal consulting, advertising and other costs associated with the design workshops and public hearings. The Administrative Officer shall provide the hourly rates for design and legal consultant fees as may be in effect from time to time.

6. Submission of Formal Application and Public Hearings: Following the design workshops, the development team will submit a formal application to the Administrative Officer. Once the application is determined to be complete, the Administrative Officer will schedule the required public hearings within the next 30-45 day period. The development team is responsible for sending notice of the public hearings to area property owners by certified mail at least 7 days before the scheduled hearing date. (Section 2 of the Design and Development Regulations.) Samples of previously successful applications are available for reference and review.
7. Approval/Rejection: Following the testimony received at the public hearings, the Capital Center Commission may vote to (1) reject the project; (2) approve the project with certain conditions, or (3) approve the project as presented. If approved, the Commission will issue a document known as the Certificate of Approval. In order to obtain a building permit, the construction drawings must be developed in accordance with the approved application and stamped and signed by the Administrative Officer.

The following documents are enclosed and should be reviewed in detail by the development team.

1. Overview
2. Design and Development Regulations (Note pages 10-16: Review and Approval Process)
3. Internal Operating Procedures (Note Section 4: Application Process and Exhibit C: Application and Processing Fee)

Additionally, the development team should review the City of Providence Zoning Ordinance for provisions that may impact the project. These may include, but may not be limited to setbacks, height and signage.