



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

**City Of Providence- City Plan Commission
 Application for Minor Subdivision or Minor 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

 (a) Preferred assigned address after subdivision (subject to availability): _____

3. Tax Obligation

Current Tax Obligation for Assessor's Plat(s): _____ Lot(s): _____
 ___ has been met by the owner for the current tax year.
 ___ 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 Minor Subdivision or Land Development Project

1. Complete the application form “MI”. *All owners of all pieces of property must sign the form.*
2. Have a Minor Subdivision or Land Development Plan prepared. All subdivision plans must be created by a professional land surveyor registered in the State of Rhode Island. Items required only for minor land development projects are marked **LDP**. Plans for Land Development Projects will require engineering plans as well. *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 \$100.00 application fee. Checks are to be made payable to “City of Providence.”
5. Ten (10) copies of the plan shall be submitted with the application prior to the submission deadline.
6. The plan will be reviewed by the City Plan Commission at one or more of its monthly meetings. The applicant is required to attend these 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 of \$49.00 for a one page document and \$1 for every additional copy. Recording fee for maps is \$45 and \$5 for each additional copy. Payment by check is preferred.
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

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

Demolition and site work prior to approval

Per section 1904.B of the zoning ordinance, ‘no demolition, foundation, or building permits will be issued, and no site work will be allowed for any development requiring approval of a land development project until the City Plan Commission has approved the final plan.’

Minor Subdivision and Minor Land Development Project
Checklist of Required Information

	P	F	Checklist for Minor Subdivision
1			Completed Application Form with \$100 application fee
2			Two (2) copies of the preliminary site plans drawn to a scale of one inch equals eighty feet (1" = 80') between 1" = 20' and 1" = 80' (so that the required details may be shown). A Class I survey is required if new lot lines are proposed.
3			Size of sheets shall be a minimum of 11" X 17" but not more 24" X 36". Multiple sheets shall include Key Map and shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).
4			Plans to be Recorded – One (1) copy of the Final Plan, which shall be an approved version of the Preliminary Plan, showing all required elements thereon, drawn on mylar to a scale of one inch equals eighty feet (1" = 80').
5			Any changes or requirements voted upon by the Planning Board at the Preliminary Plan stage.
6			Surveyor's Stamp or Certification.
7			Date of plan preparation, with revision date(s) (if any).
8			Graphic scale and true north arrow.
9			Certified copy of deed(s) from the Recorder of Deeds Office
10			Municipal Lien Certificate from the Tax Collector's Office showing zero balance due for the tax year.
11			Draft confirmatory deed(s) for new parcel(s) (if applicable).
12			Plat and lot number(s) of the parcel being subdivided.
13			Zoning district(s) of the parcel being subdivided. If more than one district, zoning boundary lines must be shown.
14			Deed Book and Page numbers from the Recorder of Deeds.
15			Perimeter boundary lines of the development, drawn so as to distinguish them from other property lines. Curves shall include radius, arc length, central angle, and tangent and chord length.
16			Location and dimensions of existing property lines within or adjacent to the development parcel.
17			Existing property lines shall show interior angles and distances, easements and rights-of-way within or immediately adjacent to the parcel(s) being developed.
18			Location and dimensions of existing easements and rights-of-way.
19			Location, width and names of existing streets within and adjacent to the development parcel.
20			Location of wetlands, watercourses or coastal features, if present, on or within 50 feet of the development parcel.
21			Provisions for collecting and discharging stormwater. LDP
22			Location of National Register District properties on or immediately adjacent to the development (if any).

	P	F	Checklist for Minor Subdivision
23			Proposed improvements including streets, lots, lot lines, with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines.
24			Base flood elevation data. LDP
25			Grading plan to show existing and proposed contours at two-foot intervals for all grading proposed for on and off-site street construction, drainage facilities and upon individual lots if part of proposed improvements. LDP
26			Two (2) copies of a 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. LDP
27			Proposed street plan, profiles and cross-sections drawn at a scale of 1" = 50' if street is proposed.
28			Proposed street names (if applicable).
29			The names and addresses of owners of all properties, agencies or communities requiring notification as required by these Regulations.
30			If Public Hearing required - The Applicant shall notify owners of all properties, abutters, agencies or communities requiring notification as required by these Regulations. Completed US Postal Service Certified, Return-Receipt labels to be submitted.
31			Drainage calculations. LDP
32			Plans for location of mechanical equipment, including, but not limited to air conditioning equipment and transformers.
33			Written approval of the proposed development, including any required off-site construction, from the Rhode Island Coastal Resources Management Council in the form of an Assent as provided in the Rhode Island Coastal Resources Management Program, (if necessary).
34			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).
35			Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents.
36			Final written comments on the Preliminary Plan - Referral Form and attachments.
37			Payment of Required Fees <ul style="list-style-type: none"> a. Application Filing Fee - \$100 b. Inspection Fee - See Section 703.2 c. Recording Fee as described in previous section
38			Either of the following: <ul style="list-style-type: none"> 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 Commission sufficient to cover the cost of required improvements:
39			Performance bond or other financial guarantees (Initial amount and date set by City Plan Commission)
40			Maintenance bond for acceptance of public improvements (optional)