



**DOWNTOWN DESIGN REVIEW
COMMITTEE**

Department of Planning and Development
444 Westminster Street, Providence, RI 02903
(401) 680-8400
(401) 680-8492 fax

OFFICE USE ONLY		
Application No:	_____	
Date Received:	_____	
Date Accepted:	_____	
By:	_____	
Downcity District	//	D-1 //
Review:	Staff //	DRC //
Hearing Date:	_____	
NR Status:	_____	

APPLICATION FOR CERTIFICATE OF DESIGN APPROVAL OR WAIVER

PLEASE PRINT OR TYPE, COMPLETING BOTH PAGES OF THIS FORM.

PART 1 – GENERAL INFORMATION

PROPERTY ADDRESS:	PLAT/LOT	
Property Name (if any):		
OWNER NAME:	PHONE:	EMAIL:
Mailing Address:	Zip Code:	
APPLICANT NAME:	PHONE:	EMAIL:
Mailing Address:	Zip Code:	
ARCHITECT/CONTRACTOR NAME (if any):		
Mailing Address:	Zip Code:	
CONTACT PERSON:	PHONE:	EMAIL:

PART 2 – DESCRIPTION OF PROPOSED WORK

This application is for: Conceptual Design Approval Final Design Approval Waiver

Application Category (check as many as necessary):

- Repair/Replacement/Restoration
- Minor Alterations/Additions
- Major Alterations/Additions
- New Construction
- Site Improvements
- Moving of Structures
- Public Art
- Temporary Use

Waiver Category (check as many as necessary):

- Non-conforming Signs
- Non-conforming New Construction
- Demolition
- Curb Cut Width
- Accessory Use Surface Parking
- Roof Structures
- Mechanical Equipment
- Structures or Landscaping w/in a view corridor

Incentive Category:

- Height Bonus Transfer of Development Rights

Briefly but completely describe the entire scope of work. For large projects, an itemized list is recommended. Attach additional pages if necessary.

PART 3 – DOCUMENTATION SUBMITTED

The DRC staff will provide checklists of specific documentation required for your project (see the DRC’s Documentation Requirements). Incomplete applications cannot be submitted for review. All documentation must be labeled and dated. All documentation will be retained by the DRC as part of the public record. Please check off all items submitted as required documentation for your application.

- _____ **35mm or Digital Photographs**
- _____ **Drawings, to scale** (block plan, site plan, elevations, floor plans, and sections as necessary to illustrate the project. Include existing and proposed conditions).
- _____ **Shop Drawings, Product Literature, Specifications**
- _____ **Material/Color Samples**
- _____ **Model** (new construction projects only)
- _____ **Financial Data** (demolition proposals only)
- _____ **List of Expert Witnesses or Owner’s Representatives** (public hearings only. Include name, business address, and professional qualifications.)
- _____ **Other Information** (specify: _____).
- _____ **Application Fee** (amount: \$ _____. Checks or money orders only made payable to City Collector. Cash will not be accepted.)
- _____ **Description of Eligibility for Incentives** (see Section 603 of the Providence Zoning Ordinance).

PART 4 – LIST OF ABUTTING PROPERTY OWNERS

When an application is to be reviewed at a public meeting, all owners of abutting properties must be given advance written notice of the meeting and an opportunity to comment on the application. For applications of Certificates of Design Approval, “abutter” is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; streets are considered common property lines. For applications for waivers, “abutters” are those properties within 200 feet of any lot line of the subject property. Names and complete mailing addresses are to be obtained from the most current records of the City Tax Assessor (Providence City Hall, 25 Dorrance Street, Providence, telephone (401) 421-7740, TDD (401) 751-0203). Abutting lots which lie outside the plat in which the subject property is located must also be included. Attach additional sheets if necessary.

<u>Plat/Lot</u>	<u>Street Address</u>	<u>Owner Name and Address (include city, state, zip code)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PART 5 – SIGNATURES

Both signatures are required. Please print or type name under signature. Owner’s signature authorizes DRC members and staff to make periodic site visits during project review.

I certify that all information contained in this application is true and accurate to the best of my knowledge.

Applicant: _____ Owner: _____

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DOCUMENTATION REQUIREMENTS FOR APPLICATIONS FOR CERTIFICATES OF DESIGN APPROVAL, WAIVERS AND DEVELOPMENT INCENTIVES

Applications for Certificates of Design Approval, Waivers and Development Incentives must be accompanied by photographs, drawings and other information to illustrate a proposal and its impact on an individual structure or site and the district at large. Documentation requirements vary depending on the scope of work. If your project is not listed below, contact staff for advice about supplying adequate documentation. Incomplete applications cannot be reviewed and cause delays in the review process.

REPAIRS, REPLACEMENT AND RESTORATION OF MISSING FEATURES

Includes any work intended to remedy damage or deterioration which will result in a change in the existing type of materials, dimensions, design, configuration, detailing, texture and visual appearance; examples include masonry patching, repainting, cleaning, sealing and painting; and replacement windows and doors. Also, reconstruction of altered or missing features to their appearance at a previous point in time, using physical, pictorial, documentary or historical evidence.

- A completed application form for a Certificate of Design Approval or Waiver, signed by the applicant and the property owner, describing the proposed scope of work.
- Photographs of the property, showing the entire building elevation(s) and close-ups of the area where the work will occur. Photos must be labeled with the street address, compass direction, and date.
- Written specifications for the repair or replacement of masonry, wood, architectural metals, roofing, etc., including specifications for repainting, cleaning, and sealing or waterproofing. Describe materials and techniques to be used, and location on the property where the work will be done.
- Scaled drawings (3 copies) and/or manufacturer's literature for all replacement elements. Where a missing feature is being reconstructed, drawings should include plan, elevation and section views showing the new feature in context with the rest of the building or site. All dimensions are to be indicated.
- Test patches, material or color samples, if requested by staff.
- Historic photographs or drawings, or photographs illustrating physical evidence, of a feature to be reconstructed or restored.

MINOR ALTERATIONS AND ADDITIONS

Includes reversible changes such as awnings, canopies, signs, storm windows and doors, shutters and blinds, skylights, satellite dish antennae and other electrical equipment, mechanical equipment and screening, and roof decks. Also, small volumetric additions to an existing structure.

- A completed application form for a Certificate of Design Approval or Waiver, signed by the applicant and the property owner, describing the proposed scope of work.
- Photographs of the property, showing the entire building elevation(s) and close-ups of the area where the work will occur. Photos must be labeled with the street address, compass direction, and date.
 - For awnings and canopies: Three (3) copies of scaled elevation, section, and site plan drawings of the building, showing front and side views of the awning or canopy in place on the building, its relationship to other facade and site elements, the method of attachment, and all dimensions.

Indicate the location, dimensions, colors and typefaces of all lettering and graphics; and method of illumination (if any).

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- For signs: Three (3) copies of a scaled elevation drawing (include side views if proposing a projecting sign, and a site plan for a freestanding sign, showing the proposed sign(s) in place on the building or site and in relationship to the building and other site features, including the property line. Also, 3 copies of a scaled drawing of the sign itself, indicating its type, dimensions, materials, colors, graphics and lettering, method of attachment and any illumination. Material and color samples may be requested by staff.
- For storm windows and doors: Manufacturer's specifications and product information, including proposed dimensions and colors.
- For rooftop installations (e.g. headhouses, mechanical/electrical equipment and decks): Three (3) copies each of a scaled roof plan showing the new element in context with other rooftop elements such as chimneys, headhouses, and parapet walls; a scaled section drawing indicating sightlines within 500 feet of the property, and scaled front and side elevation drawing of any structure, railing or screening showing its design, materials and height. Also, manufacturer's literature for skylights, antennae and electrical or mechanical equipment, specifically noting dimensions, design, and finish colors.
- For grade level installations (small additions, mechanical/electrical equipment): Three (3) copies each of a scaled site plan showing the new element in context with the primary structure and other site elements such as fences, retaining walls, and property lines; and scaled front and side elevation of any structure or screening showing its design, materials and height. Also, manufacturer's literature for the equipment, specifically noting dimensions, design, and finish colors.
- For exterior ductwork: Three (3) copies of a scaled elevation drawing showing the proposed location and method of attachment, in relation to other building elements. Also, manufacturer's literature for the equipment, specifically noting dimensions, design, and finish colors.
- For shutters and blinds: Three (3) copies of a scaled elevation drawing illustrating the shutters/blinds in place on the building, their relationship to the size and shape of window openings, and method of attachment; or written specifications detailing the dimensional relationships between the window openings and the proposed shutters/blinds, and the method of attachment. Also, manufacturer's specifications or product information on the proposed shutters or blinds and shutter hardware, if available, including description of materials.

MAJOR ALTERATIONS AND ADDITIONS

Includes changes in materials, design, dimensions, configuration, texture, and visual appearance, which will permanently affect the integrity or character of a structure. Also, adding a large volume to an existing structure. Examples include changes to rooflines and rooftop structures; changes to window and door openings and configurations; creating new openings or blocking up existing ones; installing through-wall vents and air conditioners; installing or removing bays, oriels and balconies; changes to storefronts, steps and entryways; cladding exterior walls in a new material; barrier-free access improvements; and fire escapes.

- A completed application form for a Certificate of Design Approval or Waiver, signed by the applicant and the property owner, describing the proposed scope of work.
- Photographs of the property, showing the entire building elevation(s) and close-ups of the area where the work will occur. Photos must be labeled with the street address, compass direction, and date.
- One (1) full-sized set of scaled plan, elevation and section drawings as necessary, illustrating existing conditions and proposed changes. All drawings should show proposed changes in relationship to major architectural features: e.g., a new door should be shown in context with the entire elevation. Drawings should be titled, indicate the scale, labeled with the street address and dated. Examples of

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the drawings needed for varying types of projects are listed below: *this is not an exhaustive list*, check with staff about documenting your particular project.

- Site Plan: for projections and recesses, wheelchair ramps, stairs, ground-level porches and decks, changes in grade, underground parking garages, major volumetric additions, etc. Show the entire building, adjacent buildings, and property lines. Indicate north arrow.
 - Floor Plans: for projections and recesses, new window and door openings, upper floor porches and balconies, fire escapes, barrier-free access, storefronts, major volumetric additions, etc. For fire escapes, show interior room layouts and location of proposed fire doors or fire escapes; indicate whether an internal second means of egress is possible. Indicate north arrow.
 - Roof Plan: for dormers, chimneys, monitors, cupolas, skylights, railings and balustrades, and changes to the roofline, including major volumetric additions. Indicate north arrow.
 - Elevations: for changes in wall materials and surfaces, fenestration, ornamentation, roof forms and elements, porches, stairs, entryways, grade levels, foundations, storefronts, fire escapes (including supports) and egress doors or windows, barrier-free access, through-wall vents and air conditioners, major volumetric additions, etc. Show front and side views of three-dimensional elements.
 - Sections: for projections and recesses, major volumetric additions, changes in roof form, porches and stairs, underground parking garages, details such as railings, trim and ornamentation.
- Ten (10) complete sets of drawings reduced to 11x17 inches for mailing purposes.
 - Written approval from the fire department for the design and location of any proposed fire escape.
 - Copy of any required zoning, building, or access code variances obtained for the project.
 - Manufacturer's specifications or literature for elements such as windows and doors, vents, wheelchair lifts, etc. indicating all dimensions, details and finishes.
 - List of the names and mailing addresses of all abutting property owners, derived from the most current records of the City Tax Assessor. "Abutter" is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines. (See backside of application form).

NEW CONSTRUCTION

Review of proposed new primary or secondary structures usually follows a three-phase review process: conceptual review and final review of the design, done by the DRC, and construction detail review usually done by staff after design approval.

- A completed application form for a Certificate of Design Approval or Waiver, signed by the applicant and the property owner, describing the proposed scope of work.
- Photographs of the property, showing the entire building elevation(s) and close-ups of the area where the work will occur. Photos must be labeled with the street address, compass direction, and date.

CONCEPTUAL REVIEW

- One (1) full-size set of scaled architectural drawings of the proposed new construction. Drawings should be titled, indicate the scale, and labeled with the property address and date. The scale should be sufficient to indicate clearly all aspects of the project. Drawings should include:

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- Site Plan: illustrating the location of all new construction in relationship to all other site elements, the property lines, and structures on abutting properties. Site plan should be based upon data provided by a registered land surveyor, and shall clearly indicate the location of all design features of the proposed construction, including: building setbacks, landscape features, paved areas, parking areas, walls, fences, mechanical equipment, and other planned improvements. Indicate north arrow.
 - Conceptual Floor Plans, Roof Plan and Exterior Elevations: showing the design concept for all four elevations, all interior floors, and the roof. Drawings should illustrate the relationship of the proposed structure to abutting buildings, and shall clearly indicate all design features of the proposed construction, including: building materials, and colors of all permanent exterior finish materials; location, configuration and type of doors and windows; overall dimensions; general details of roofing, siding, ornament and trim; location and type of any proposed signs; exterior mechanical equipment; and other building or site features.
 - Axonometric or Perspective Drawings (and/or Model): illustrating in three dimensions the proposed construction in context with the surrounding area and abutting buildings.
- ❑ Ten (10) complete sets of the above drawings, reduced to 11x17 inches for mailing purposes.
 - ❑ List of the names and mailing addresses of all abutting property owners, derived from the most current records of the City Tax Assessor. "Abutter" is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines. (See backside of application form).

FINAL REVIEW

- ❑ Written list of all changes made to the project design since conceptual approval. Changes shall also be highlighted on the drawings submitted for final review.
- ❑ One (1) full-size set of final design drawings, to scale, depicting the final design of the project. Drawings shall include floor, roof, and site plans, all exterior elevations, building sections and exterior details. Drawings should be titled, indicate the scale, and labeled with the property address and date.
- ❑ Ten (10) sets of final design drawings, to scale, reduced to 11x17 inches for mailing purposes.
- ❑ Any other information requested by the DRC or the staff.

CONSTRUCTION DETAILS

- ❑ Three (3) sets of scaled construction drawings.
- ❑ Material and color samples, if requested, should be made available on site.

SITE IMPROVEMENTS

Includes paving, fencing, streetwalls, retaining walls and landscaping.

- ❑ A completed application form for a Certificate of Design Approval or Waiver signed by the applicant and the property owner, describing the proposed scope of work.
- ❑ Photographs of the property, showing the entire building elevation(s) and close-ups of the area where the work will occur. Photos must be labeled with the street address, compass direction, and date.

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- ❑ A scaled site plan (3 copies), illustrating the proposed changes in context with the building, other existing site elements, and the property lines. Indicate north arrow.
- ❑ For retaining walls, fences, terraces and site improvements other than paving, scaled elevation and section drawings (3 copies) showing the height, materials and design of the element and its relationship to surrounding site or building elements. An engineer or other qualified professional should design structural retaining walls.
- ❑ Material samples, if requested by staff.

MOVING OF STRUCTURES

- ❑ A completed application form for a Certificate of Design Approval or Waiver, signed by the applicant and the property owner, describing the proposed scope of work,
- ❑ Photographs of the property, showing the entire building elevation(s) and close-ups of the area where the work will occur. Photos must be labeled with the street address, compass direction, and date.
- ❑ A certified report from an engineer or the moving company describing the method of moving, expected loss of historic fabric, timetable, etc.
- ❑ Ten (10) complete sets of the drawings noted below, as applicable, reduced to 11x17 inches for mailing purposes.

If the structure is to be **moved to a site** within the Downcity District:

- ❑ A scaled site plan of the proposed location of the structure, indicating its relationship to the new site and the surrounding neighborhood. Drawings should be titled, indicate the scale and north arrow, and note the street address and date.
- ❑ Scaled elevation drawings of the building in its proposed new site in the district, showing its relationship to abutting buildings on all sides; and a scaled foundation plan. Drawings should be titled, indicate the scale, and note the street address and date.

If the structure is to be **moved from a site** within the Downcity District:

- ❑ Written description of the reason for the move, the proposed new location for the structure, and the proposed treatment of the site on which the structure is currently located.
- ❑ Scaled elevation drawings and site plans (10 sets) showing the proposed new construction or site treatment once the building is moved, and the relationship of new construction to abutting properties on all sides. Drawings should be titled, indicate the scale, and note the street address and date. (See also New Construction and Site Improvements documentation requirements.)
- ❑ List of the names and mailing addresses of all abutting property owners, derived from the most current records of the City Tax Assessor. "Abutter" is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines. (See backside of application form).

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PUBLIC ART

Includes installation of sculptures, monuments, and murals.

- ❑ A completed application form for a Certificate of Design Approval or Waiver, signed by the applicant and the property owner, describing the proposed scope of work.
- ❑ Photographs of the property, showing the entire building elevation(s) and close-ups of the area where the work will occur. Photos must be labeled with the street address, compass direction, and date.
 - For projects on public or private property: One (1) full-size scaled site plan showing the proposed improvements or amenities in relation to other existing structures and site features. Indicate north arrow.
- ❑ Manufacturer's specifications showing materials, dimensions and finish colors of all equipment, planters, furniture, and signs.
 - For murals: One (1) full-size scaled elevation drawing showing the location and dimensions of the mural; a written description of its purpose and the length of time it will be exhibited; and a description of the materials and method of attachment. A colored rendering or 35mm or digital photographs of the mural's design may also be submitted for informational purposes.
- ❑ Ten (10) complete set of the above drawings, reduced to 11x 17 inches for mailing purposes.
- ❑ List of the names and mailing addresses of all abutting property owners, derived from the most current records of the City Tax Assessor. "Abutter" is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines. (See backside of application form).

REQUESTS FOR WAIVERS

The DRC may grant waivers to certain of its regulations, as provided by Section 502 of the Providence Zoning Ordinance, for demolition, non-conforming signs, non-conforming new construction, curb cut width, accessory use surface parking, roof structures, mechanical equipment, and structures or landscaping within a view corridor. Since most waivers will be requested in the context of an application for Certificate

of Design Approval, applicants should refer to the appropriate category for additional documentation requirements.

- ❑ A completed application form for a Certificate of Design Approval or Waiver, signed by the applicant and the property owner, describing the proposed scope of work.
- ❑ Photographs of the property, showing the entire building elevation(s) and close-ups of the area where the work will occur. Photos must be labeled with the street address, compass direction, and date.
- ❑ Written description of the specific reasons for the waiver, consistent with the provisions of the zoning ordinance.
- ❑ List of the names and mailing addresses of all owners of abutting property within 200 feet of the subject property, derived from the most current records of the City Tax Assessor. "Abutter" is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those

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sharing side or rear lot lines. (See backside of application form). The applicant is to provide printed mailing labels.

DEMOLITION

Includes partial or whole demolition of a structure.

- ❑ A completed application form for a Certificate of Design Approval or Waiver, signed by the applicant and the property owner, describing the proposed scope of work.
- ❑ Photographs of the property, showing the entire building elevation(s) and close-ups of the area where the work will occur. Photos must be labeled with the street address, compass direction, and date.
- ❑ List of the names and mailing addresses of all owners of abutting property within 200 feet of the subject property, derived from the most current records of the City Tax Assessor. "Abutter" is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines. (See backside of application form). The applicant is to provide printed mailing labels.
- ❑ Written description of the architectural and historic significance of the building.
- ❑ Written evaluation of the structural condition of the building and its adaptability for rehabilitation, by the building inspector or professional structural engineer licensed in Rhode Island. All dangerous conditions should be identified. Include a copy of any outstanding building code violations cited on the property.
- ❑ An itemized breakdown of the feasibility of all possible alternatives to demolition that were considered, and reasons why such alternatives were rejected. Alternatives may include rehabilitation, adaptive reuse, relocation, or sale of the property to another owner willing to preserve it. Include financial data comparing the costs of all alternatives.
- ❑ One (1) full-size site plan, to scale, showing the location of the structure proposed to be demolished in relationship to other structures on the property, and to the property lines. Also, ten (10) additional sets of drawings reduced to 11x17 inches for mailing purposes.
- ❑ One (1) full-size set of scaled plans, elevations, and sections illustrating the new structure to be built on site (see New Construction requirements, above). Also, ten (10) additional sets of drawings reduced to 11x17 inches for mailing purposes.
- ❑ Form of ownership of the property, including the names and addresses of the owners. If the owner is an organization, governmental entity, or corporation. Include the name, address and telephone number of a contact person.
- ❑ The fair market value of the property as determined by a qualified professional expert.
- ❑ The amount paid for the property, the date of purchase, and the name of the seller, including the relationship between the applicant or owner of record and the party from whom the property was purchased.
- ❑ The price asked for the property and any offers received in the previous three years.
- ❑ If the property is commercial or income-producing: the gross annual income from the property for the past three years, the itemized operating and maintenance expenses for the previous three years, the depreciation deduction and annual cash flow before and after debt service for the previous three years.

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- ❑ The remaining balance on any mortgage or other financing secured by the property and the annual debt service for the past three years.
- ❑ Three bids for the cost of the proposed demolition compared to the cost of stabilizing or "mothballing" the structure, and compared to the cost of rehabilitating the structure.
- ❑ A list of all economic incentives for preserving the structure available to the applicant through federal, state, city or private programs, including tax incentives, grants and loans.

REQUESTS FOR DEVELOPMENT INCENTIVES

Where applicants are requesting the DRC to grant a bonus of additional height or density or a transfer of development rights. Where an incentive is sought for a project subject to design review, see the applicable category above for additional documentation requirements.

FOR BONUSES:

- ❑ Written description of the project's eligibility for a bonus, and the bonus amount requested, consistent with the provisions of Section 502.6 of the Providence Zoning Ordinance (effective 6/22/12).
- ❑ Where the project will provide certain uses in exchange for a bonus, one (1) set of scaled floor plans of the structure showing the floor area dedicated to active ground-floor uses and/or publicly accessible open space. Projects are eligible for a height bonus with the inclusion of a parking garage. Also, ten (10) sets of drawings reduced to 11x17 inches for mailing purposes.
- ❑ List of the names and mailing addresses of all owners of abutting property within 200 feet of the subject property, derived from the most current records of the City Tax Assessor. "Abutter" is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines. (See backside of application form). The applicant is to provide printed mailing labels.

FOR TRANSFER OF DEVELOPMENT RIGHTS:

- ❑ Copy of executed agreement between the owners of the sending and receiving lots, consistent with the provisions of Section 502.7 of the Providence Zoning Ordinance (effective 6/27/94).
- ❑ Copy of executed agreement between the owner of the sending lot and the R I. Historical Preservation Commission regarding the preservation restrictions on the exterior of the structure on the sending lot, consistent with the provisions of Section 502.6 of the Providence Zoning Ordinance (effective 6/22/12).
- ❑ List of the names and mailing addresses of all owners of abutting property within 200 feet of the subject property, derived from the most current records of the City Tax Assessor. "Abutter" is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines. (See backside of application form). The applicant is to provide printed mailing labels.

See Major Alterations or New Construction documentation requirements, as applicable, for the project proposed for the receiving lot.



CITY OF PROVIDENCE
MAYOR BRETT P. SMILEY

DOWNTOWN DESIGN REVIEW COMMITTEE

SCHEDULE OF APPLICATION FEES
Effective 6/19/17

Under city ordinance (Chapter 2017-20, No. 280), as of June 19, 2017, filing fees will be charged for applications for Certificates of Design Approval, Waivers, Demolition Waivers, and Development Incentives. Fees are set in the following categories:

No Fee	<u>Repairs, replacements in-kind, restoration</u> of missing or altered features based on historical, documentary, pictorial or physical evidence.
\$50.00	<u>Minor Alterations</u> , such as awnings and canopies, signs, replacement windows and doors, storm windows and doors, skylights, satellite dish antennae and other mechanical or electrical equipment, telecommunications equipment, site improvements, public art, and small additions including roof decks, elevator and stair headhouses.
\$100.00	<u>Major Alterations</u> , such as replacements not in-kind, changes to wall materials and surfaces, window and door openings, ornamentation, roof forms or elements, porches, stairs and entryways, grade levels and foundations, storefronts, fire escapes, barrier-free access improvements, and large additions including elevator and stair towers.
\$400.00	<u>New Construction</u> , including moving of structures.
\$100.00	<u>Waivers, Demolition Waivers, or Development Incentives</u> . Add fee to any category listed above.

Fees may be paid by check or money order, made payable to the City Collector. Cash will not be accepted.