



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, if Applicable _____
- C. Applicant's Name and Address:

Telephone no: _____ E-mail address: _____

- D. Owner's Name and Address (include all owners of property):

Telephone no: _____ E-mail address: _____

2. Description of Development

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

Administrative Development Plan Review City Plan Commission Review

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

Application received on _____ by _____

Procedure for filing an Administrative Development Plan Review

1. Schedule a pre-application meeting with Christopher Ise, Principal Planner/administrative officer Department of Planning and Development (DPD), 444 Westminster Street, Providence, RI 02903, at cise@providenceri.gov or 401-680-8521. A conceptual plan 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. A complete DPR application form, signed by property owners, will need to be submitted.
3. The fee for administrative development plan review is \$200, payable by check or money order, made out to 'City of Providence'.
4. One set of plans (no smaller than 11x17 inches) will need to be submitted with the application for plans to be reviewed by the DPRC. A PDF of the plans are to be emailed to the administrative officer for distribution. Plans will need to comply with the items listed in the DPR checklist (see *Administrative Development Plan Review Submission Requirements*).
5. The administrative officer 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 Plan Review Committee (DPRC).
6. The administrative officer will convene a meeting of the DPRC consisting of the Director of the Department of Inspection and Standards or their designee, the Director of the Department of Planning and Development or their 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.
7. The applicant will receive correspondence from the administrative officer outlining plan changes if they are required. The applicant shall make the necessary changes and submit revised plans. for final approval.
8. If satisfactory, the administrative officer shall affix an approval stamp to the original plan and issue a letter of approval. Copies of the plan and letter will be sent to DPRC members and the applicant.

Checklist for Administrative Development Plan Review		
1		Completed application form signed by all owners.
2		Application fee.
3		<p>One paper copy and a PDF of the survey and plan set are required (a PDF is to be emailed to the Administrative Officer).</p> <p>Surveys must be Class I. Size of the plan sheets shall be no smaller than 11" x 17". Multiple sheets shall include Key Map and shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc).</p>
4		<p>The survey shall include the following:</p> <ul style="list-style-type: none"> • Title of the plan that accurately reflects the property and proposed changes. • Date of plan preparation, with revision date(s), if any. • Plat and lot number(s) of the parcel(s) being subdivided. • Graphic scale and true north arrow. • Surveyor's stamp and certification. • Zoning district(s) and overlay district(s) of the development parcel(s); if more than one district, zoning boundary lines must be shown on the plan. • Table listing dimensional requirements of the subject zone(s) in one column and indication of compliance with said regulations in a second column. At a minimum, the table shall include the following requirements: <ul style="list-style-type: none"> • Lot size, • Lot width, • Maximum building coverage, • Maximum impervious coverage, • Minimum pervious coverage, • Front, side, and rear setback, • Location of all significant trees as defined by section 1503.B of the zoning ordinance, • Location of all existing primary and accessory structures on the property, • Location of all curb cuts, • Location of all pervious and impervious surfaces. • Location of all parking spaces. • Locations, names, and dimensions of public rights of way, easements, and rights of way within or adjacent to the subdivision parcel(s), • Any other items the administrative officer deems necessary to demonstrate zoning compliance.
5		An existing conditions plan depicting existing development and lot configuration.
6		<p>A site plan showing all proposed improvements including but not limited to:</p> <ul style="list-style-type: none"> • The locations of proposed structures. • The locations of parking areas. • The locations of landscaped areas. • The locations of streets. • A table showing compliance with dimensional regulations of the subject zone. • The location of transformer(s) and HVAC units • The location of refuse and recycling containers. • Location of wetlands, watercourses, or coastal features, if present, on or within 200 feet of the development parcel. • Base flood elevation data. • Location of National Register District parcels on or immediately adjacent to the development (if any).
7		A detailed landscape plan showing the location of plantings, tree species, and canopy coverage calculations.

8		A diagram depicting the calculation of average grade and building height calculated from the average grade.
9		Building elevations of all facades and appurtenant structures showing proposed exterior treatment and building materials and shall include fenestration, transparency calculations, and building height.
10		Proposed floor plans to show compliance with the zoning ordinance. Plans shall include a roof plan indicating the location of mechanical equipment with other structures and amenities, if applicable.
11		A signage plan showing location and dimensions of all proposed signage with table showing conformance with signage dimension regulations.
12		A lighting plan showing the locations and heights of all light poles, light fixtures and light emitting devices with light levels measured in foot candles. Cut sheets of all light fixtures shall be included with the lighting plan.
13		Drainage, traffic, and grading plans (if required).