



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

**City of Providence - City Plan Commission
 Application for Major Land Development Project**

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 Project

3. Owner/Applicant Signature(s)

A pre-application meeting is necessary prior to master plan submission. Please contact Principal Planner Choyon Manjrekar (tel. 401-680-8525, e-mail cmanjrekar@providenceri.gov) to schedule.

Checklist for Major Land Development Project – Master Plan	
1	Completed application form signed by all owners. If Unified Development Review (UDR) is required, the applicant shall submit a completed UDR form provided by the DPD.
2	Application fee of \$400 with \$200 due at the master plan stage and \$200 due at the preliminary plan stage. \$400 in addition to application fee at each stage of development if unified development review is requested. All payments are payable by check made out to the City of Providence.
3	Ten paper copies of a land survey drawn to an appropriate scale such that all features are legible. Surveys must be Class I. Size of the plan sheets shall be no smaller than 11" x 17". Multiple sheets shall include a key map and shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).
4	The survey shall include the following: <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 developed, • Graphic scale and true north arrow, • Deed book and page number from the Recorder of Deeds for all lots, • Surveyor's stamp and certification, • Zoning district(s) and overlay district(s) of the parcel(s) being developed; 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, • Perimeter boundary lines of the development parcel(s), drawn so as to distinguish them from other property lines. Existing and proposed property lines shall show interior angles and distances, curves shall include radius, arc length, central angle, and tangent and chord length, • Locations of all significant trees as defined by section 1503.B of the zoning ordinance, • Locations of all existing primary and accessory structures on the property, • Locations of all curb cuts, • Locations of all pervious and impervious surfaces, • Locations of all parking spaces, • Locations, names, and dimensions of public rights of way, easements, and rights of way within or adjacent to the development parcel(s), • Any other items the administrative officer deems necessary to demonstrate zoning compliance.
5	Certified copies of deed(s) from the Recorder of Deeds for all parcels.
6	Narrative summarizing scope of the project and proposed changes.
7	The names and addresses of owners of all properties, agencies, or communities requiring notification.
8	The applicant shall notify owners of all properties, agencies, or communities as required by these Regulations.
9	Affidavit of mailings with proof of newspaper notice shall be required prior to issuance of a certificate of completeness.

		All plan sets shall contain the following items in the order shown below. Plan sheets may be combined at the discretion of the administrative officer.
10		An existing conditions plan depicting existing development and lot configuration.
11		A site plan showing all proposed improvements including but not limited to <ul style="list-style-type: none"> • The locations of proposed structures, • The locations of parking areas, including aisle and stall dimensions, • The locations of landscaped areas, • The locations of streets, • A table showing compliance with dimensional regulations of the subject zone as described in item 3, • The location of transformer(s) and HVAC units, • 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), • Proposed street names (if applicable).
12		A conceptual landscape plan showing the locations and types of plantings.
13		A diagram depicting the calculation of average grade and building height calculated from the average grade.
14		Building elevations of all facades and appurtenant structures showing proposed exterior treatment and building materials and shall include fenestration, transparency calculations, and building height.
15		Development rendering(s) indicating overall massing and views from public streets.

Checklist for Major Land Development Project – Preliminary Plan	
1	Completed application form signed by all owners. If Unified Development Review (UDR) is required, the applicant shall submit a completed UDR form provided by the DPD.
2	Application fee of \$400 with \$200 due at the master plan stage and \$200 due at the preliminary plan stage. \$400 in addition to application fee at each stage of development if unified development review is requested. All payments are payable by check made out to the City of Providence.
3	Ten paper copies of a land survey and plan set are required. 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.).
4	The survey shall include the following: <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, • Deed book and page number from the Recorder of Deeds for all lots, • Surveyor's stamp and certification, • Zoning district(s) and overlay district(s) of the parcel(s) being developed; 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, • Perimeter boundary lines of the development parcel(s), drawn so as to distinguish them from other property lines. Existing and proposed property lines shall show interior angles and distances, curves shall include radius, arc length, central angle, and tangent and chord length, • Locations of all significant trees as defined by section 1503.B of the zoning ordinance, • Locations of all existing primary and accessory structures on the property, • Locations of all curb cuts, • Locations of all pervious and impervious surfaces, • Locations of all parking spaces, • Locations, names, and dimensions of public rights of way, easements, and rights of way within or adjacent to the development parcel(s), • Any other items the administrative officer deems necessary to demonstrate zoning compliance.
5	Certified copies of deed(s) from the Recorder of Deeds for all parcels.
6	Narrative summarizing scope of the project and proposed changes.
7	Approval of the stormwater management plan from the Department of Public Works and any other public or quasi-public agency, including but not limited to the Narragansett Bay Commission, the Rhode Island Coastal Resources Management Council, or the Rhode Island Department of Environmental Management.
8	A Physical Alteration Permit issued by the Rhode Island Department of Transportation for any connection to or construction work within a state highway or other right-of-way.
9	Traffic study if required by the administrative officer, the Commission, or the City Traffic Engineer.
10	If a street is proposed, a proposed street plan with profiles and cross-sections.

11		The applicant shall notify abutters as required by these Regulations.
12		Any changes required by the administrative officer or the Commission at the Master Plan stage.
		All plan sets shall contain the following items in the order shown below:
13		An existing conditions plan depicting existing development and lot configuration.
14		A site plan showing all proposed improvements including but not limited to <ul style="list-style-type: none"> • The locations of proposed structures, • The locations of parking areas, including aisle and stall dimensions, • The locations of landscaped areas, • The locations of streets, • A table showing compliance with dimensional regulations of the subject zone as described in item 3, • The location of transformer(s) and HVAC units, • 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), • Proposed street names (if applicable).
15		A grading plan showing existing and proposed contours at two-foot intervals for the entire project.
16		A soil erosion and sediment control plan showing measures that will be taken to mitigate runoff during construction.
17		A detailed landscape plan showing the locations of plantings, tree species, and canopy coverage calculations.
18		A utility plan showing the locations and dimensions 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 the location and type of proposed poles and fixtures), stormwater drainage or other existing above or underground utilities.
19		A diagram depicting the calculation of average grade and building height calculated from the average grade.
20		Building elevations of all facades and appurtenant structures showing proposed exterior treatment and building materials and shall include fenestration, transparency calculations, and building height.
21		Proposed floor plans if necessary 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.
22		Development rendering(s) indicating overall massing and views from public streets.
23		A signage plan showing locations and dimensions of all proposed signage with table showing conformance with signage dimension regulations
24		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.
25		A drainage plan showing provisions for controlling stormwater runoff. The plan shall include drainage calculations if required by the City's Post-Construction Stormwater Control Ordinance or other public or quasi-public body.
		Items 26 – 28 are required if a public hearing is necessary
26		The names and addresses of owners of all properties, agencies, or communities requiring notification.
27		The applicant shall notify owners of all properties, agencies, or communities requiring notification as required by these Regulations.
28		Affidavit of mailings with proof of newspaper notice shall be required prior to issuance of a certificate of completeness.

Checklist for Major Land Development Project – Final Plan		
1		Counter bill or municipal lien certificate(s) from the Tax Collectors Office indicating that all property taxes are current.
2		Any changes required by the administrative officer or the Commission at the Preliminary Plan stage.
3		Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents.
4		Payment of Required Fees.

Public Engagement

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

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.'