



Application certified complete on \_\_\_\_\_  
 by \_\_\_\_\_  
*(for DPD office use only)*

**City of Providence  
 Application for Administrative 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. Signatures**

A. Applicant Signature: \_\_\_\_\_

B. Owner Signature(s): \_\_\_\_\_

Application received on \_\_\_\_\_ by \_\_\_\_\_

**A pre-application meeting is strongly encouraged prior to submission. Please contact Principal Planner Chris Ise (tel. 401-680-8521, e-mail [cise@providenceri.gov](mailto:cise@providenceri.gov)) to schedule.**

## **Procedure for filing an Administrative Development Plan Review**

1. A pre-application meeting is strongly encouraged prior to submission. Please contact Principal Planner Chris Ise (tel. 401-680-8521, e-mail [cise@providenceri.gov](mailto:cise@providenceri.gov)) to schedule. 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. Submit a complete DPR-A application form, signed by property owners.
3. The fee for administrative development plan review is \$200, payable by check or money order, made out to "City of Providence."
4. Submit the application form, application fee, and checklist items 1-15, including one paper copy of the plan set (no smaller than 11" x 17"). Submit the packet to Christopher Ise, Principal Planner/administrative officer Department of Planning and Development (DPD), 444 Westminster Street, Providence, RI 02903 (tel. 401-680-8521, e-mail: [cise@providenceri.gov](mailto:cise@providenceri.gov)).
5. The administrative officer shall certify submissions complete or incomplete. The administrative officer will return incomplete plans to the applicant to address any outstanding issues. Complete submissions shall be certified complete for the plan review process.
6. The administrative development plan review will be processed within 25 days of being certified complete, provided the applicant and the administrative have not agreed to an extended review period. Upon receiving approval, the administrative officer will notify the applicant and return one stamped copy of the plan and three signed copies of the approval letter. The applicant shall record said documents at the Recorder of Deeds office on the fifth floor of Providence City Hall at 25 Dorrance Street, Providence RI 02903.
7. There will be a recording fee of \$49.00 for a one-page document and \$1 for every additional copy. The recording fee for maps is \$45 and \$5 for each additional copy. Payment by check is preferred.
8. Upon recordation, the applicant shall return one copy of each recorded document to the DPD.

<b>Checklist for Administrative Development Plan Review</b>	
1	Completed and factually accurate online application signed by the applicant.
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>If required to determine zoning compliance, 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"> <li>• Title of the plan that accurately reflects the property and proposed changes.</li> <li>• Date of plan preparation, with revision date(s), if any.</li> <li>• Plat and lot number(s) of the parcel(s) being subdivided.</li> <li>• Graphic scale and true north arrow.</li> <li>• Surveyor's stamp and certification.</li> <li>• 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.</li> <li>• 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"> <li>• Lot size</li> <li>• Lot width</li> <li>• Maximum building coverage</li> <li>• Maximum impervious coverage</li> <li>• Minimum pervious coverage</li> <li>• Front, side, and rear setback</li> <li>• Factually accurate identification of all zoning deficiencies or non-compliance, if any, including with respect to non-dimensional requirements.</li> </ul> </li> <li>• Location of all significant trees as defined by Section 1503.B of the Zoning Ordinance.</li> <li>• Location of all existing primary and accessory structures on the property.</li> <li>• Location of all curb cuts.</li> <li>• Location of all pervious and impervious surfaces.</li> <li>• Location of all parking spaces.</li> <li>• Location, width and names of existing streets within and adjacent to development parcel.</li> <li>• Any other items the Administrative Officer deems necessary to demonstrate zoning compliance.</li> </ul>

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"> <li>• The locations of proposed structures.</li> <li>• The locations of parking areas.</li> <li>• The locations of landscaped areas.</li> <li>• The locations of streets.</li> <li>• A table showing compliance with dimensional regulations of the subject zone.</li> <li>• The location of transformer(s) and HVAC units</li> <li>• The location of refuse and recycling containers.</li> <li>• Location of wetlands, watercourses or coastal features, if present, on or within 200 feet of the development parcel.</li> <li>• Base flood elevation data.</li> <li>• Location of National Register District parcels on or immediately adjacent to the development (if any).</li> </ul>
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).
14	Demonstration of zoning compliance or a cover letter plainly identifying any zoning deficiencies, non-compliance, or necessary relief, if any, including with respect to non-dimensional regulations.
15	Any other documents required by the Administrative Officer to demonstrate zoning compliance.