

DPR-CPC

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

City of Providence Application for City Plan Commission 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): _____

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

Procedure for filing a City Plan Commission Development Plan Review

1. A pre-application meeting is strongly encouraged prior to preliminary plan submission. Please contact Principal Planner Choyon Manjrekar (tel. 401-680-8525, e-mail cmanjrekar@providenceri.gov) to schedule.
2. Complete the City Plan Commission development plan review application form. *All owners of all pieces of property must sign the form.* For items requiring Unified Development Review (UDR), a UDR application form should also be submitted.
3. For the preliminary plan approval stage, submit the application form, application fee(s), and preliminary plan checklist items 1-15, including ten paper copies of the plan set. Submit the packet to Choyon Manjrekar, Principal Planner, Department of Planning and Development (DPD), 444 Westminster Street, Providence 02903 (tel. 401-680-8525). Submit checklist item 16-19 as well if UDR is requested.
4. The DPD will conduct a completeness review based on the required items. The DPD will notify the applicant of deficiencies in the application when a submission is deemed incomplete – see § 45-23-36(b).
5. The City Plan Commission will review the preliminary plan within 65 days of being certified complete. The applicant must attend all relevant meetings of the City Plan Commission. If a public hearing is required, the applicant must notice the public hearing as required by the City of Providence Land Development and Subdivision Review Regulations. Upon receiving preliminary plan approval, the DPD will notify the applicant and return three copies of the approval letter. The applicant shall record the letter at the Recorder of Deeds office on the fifth floor of Providence City Hall at 25 Dorrance Street, Providence RI 02903.
6. Barring a major change finding, the final plan will be processed within 45 days of being certified complete. Upon receiving final approval, the DPD will notify the applicant and return three stamped copies of the plan and three 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.

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.'

Checklist for City Plan Commission Formal Development Plan Review – Preliminary Plan		
1		Completed and factually accurate online application signed by the applicant.
2		Application fee.
3		<p>Ten paper copies of a land survey drawn to an appropriate scale such that all features are legible. A survey is not required if there are no changes to existing building footprints and no changes to the site where a survey is necessary to determine zoning compliance.</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"> • 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. • Factually accurate identification of all zoning deficiencies or non-compliance, if any, including with respect to non-dimensional requirements, • 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, widths, and names of existing streets within and adjacent to development parcels(s) • Any other items the Administrative Officer deems necessary to determine 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, 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, • 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 locations 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 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.
11	A signage plan showing locations 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.
	Items 16 – 19 are required for cases involving Unified Development Review (UDR) or street creation, which require a public hearing
16	Completed Unified Development Review (UDR) form for items that require zoning relief.
17	The names and addresses of owners of all properties, agencies, or communities requiring notification.
18	The applicant shall notify owners of all properties, agencies, or communities requiring notification as required by these Regulations.
19	Affidavit of mailings with proof of newspaper notice shall be required prior to issuance of a certificate of completeness.

Checklist for City Plan Commission Formal Development Plan Review – Final Plan		
1		A photometric plan showing light levels measured in footcandles.
2		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.
3		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. For such Physical Alteration Permit, a letter evidencing the issuance of such a permit upon the submission of a bond and insurance is sufficient, but such actual permit shall be required prior to the issuance of a building permit.
4		Any changes required by the administrative officer or the Commission at the Preliminary Plan stage.
5		Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents.
6		Payment of required fees if applicable.
7		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.
8		Any other documents required by the Administrative Officer to demonstrate zoning compliance.