

# DPR-IMP

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

## City of Providence - City Plan Commission Development Plan Review for Institutional Master Plan Approval

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 Institutional Master Plan**

\_\_\_\_\_  
\_\_\_\_\_

**3. Signatures**

- A. Applicant Signature: \_\_\_\_\_
- B. Owner Signature(s): \_\_\_\_\_

**A pre-application meeting is highly recommended prior to master plan submission. Please contact Principal Planner/Administrative Officer Choyon Manjrekar (tel. 401-680-8525, e-mail [cmanjrekar@providenceri.gov](mailto:cmanjrekar@providenceri.gov)) to schedule.**

## **Procedure for filing an Institutional Master Plan (IMP) application**

1. A pre-application meeting is highly recommended prior to master plan submission. Please contact Principal Planner/Administrative Officer Choyon Manjrekar (tel. 401-680-8525, e-mail [cmanjrekar@providenceri.gov](mailto:cmanjrekar@providenceri.gov)) to schedule.
2. Complete the DPR–IMP application form.
3. Submit the application form, application fee, and checklist items 1-21, 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).
4. The Administrative Officer (AO) will review the IMP for completeness based on the items required in the checklist. The AO will notify the applicant of deficiencies in the application when a submission is deemed incomplete – see section 604 of the Development Review Regulations. Action on the preliminary IMP stage will be taken within 65 days of certification of completeness. Action on the final IMP stage will be taken within 45 days of certification of completeness.
5. Upon receiving approval, the administrative officer will notify the applicant and return 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.
6. Upon recordation, the applicant shall return one copy of the letter to the DPD.

## **Public Engagement**

The applicant **shall** contact the City Councilor in whose ward the project is located to inform them of the IMP and associated development. Applicants shall meet the public participation requirements outlined in section 1910.D of the ordinance.

<b>Checklist for Institutional Master Plan contents</b>	
1	Completed application form signed by the applicant.
2	Application fee.
3	Mission statement of the institution including its relationship with the neighborhood and community in which it is physically situated.
4	Description of existing conditions that include a list of all properties owned or leased by the institution, arranged by assessors' plat and lot and street address, existing uses by general land use category, including street level and all upper story uses, condition of structures, parking lots, open space, and other relevant existing conditions of the campus or grounds.
5	A list of properties on the National Register of Historic Places or designations of a local historic district and proposed exterior changes to these properties.
6	Statement of ten-year goals and five year objectives, and means and approaches through which such goals and objectives may be reached.
7	Proposed changes in land holdings of the institution including newly acquired property and property to be sold.
8	Proposed streets to be abandoned and new streets to be established, including private rights-of-ways.
9	Major repairs or renovations of a building involving more than 10,000 square feet of gross floor area that would result in a change of general land use category of such building.
10	New structures, additions to existing structures of more than 25% of gross floor area or 10,000 square feet of gross floor area, whichever is less, new or reconfigured parking facilities, new outdoor facilities, and any action that would result in the rerouting of traffic in the public right-of-way for a period of two weeks or longer.
11	Proposed demolition of any structure, parking garage, parking lot, park, or any other campus facility. In the event of demolition, the plan shall contain a tenant relocation program that contains, at a minimum, provisions relative to institutionally-owned residential structures intended for demolition. The relocation shall contain alternatives to demolition that will accommodate the interests of said tenants, the neighborhood, and the institutions, and provide for tenant relocation assistance.
12	A parking plan that shows the location of all institutional parking facilities on and off the campus. The plan shall identify the existing number of parking spaces, the location of new spaces required as a result of any proposed development, any proposed shuttle system between lots and campus facilities, and other information deemed appropriate.
13	Any proposed activity that would require an action by the Zoning Board of Review or City Council to implement. Any proposal for a special use permit to locate an institutional use in a Commercial or Downtown District shall be accompanied by a plan for the development of the lot or lots in question that demonstrates to the satisfaction of the City Plan Commission that the proposal is consistent with the mixed-use goals set forth in the Ordinance and in the plan for such district.
14	In addition to the above, any hospital subject to regulation by the Department of Health pursuant to the Rhode Island General Laws §23-15, as amended, and to the rules and regulations promulgated by the Director of Health for the State of Rhode Island pursuant thereto, which are required thereby to obtain a certificate of need as a precondition to licensure of any new or additional premises, shall file said certificate of need as an appendix to its plan.
15	A study of traffic conditions that analyzes existing traffic generation, and the impacts of traffic generation predicted from proposed projects. The study shall include actions that the institution will take to reduce the negative impacts of increased traffic. The institution shall establish the scope of the traffic study through consultation with the Director of the Department of Planning and Development and Traffic Engineer.

16		The plan shall include an implementation element that defines and schedules for a period of five years or more the specific public actions to be undertaken in order to achieve the goals and objectives of the plan.
17		A description of the public participation process that was followed in the creation of the plan.
18		An inventory of tree canopy and landscaping on the property, and provisions for coming into conformance or maintaining conformance with this Ordinance.
19		A statement regarding public access to the institution's campus and grounds.
20		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.
21		Any other documents required by the Administrative Officer to demonstrate zoning compliance.