



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

**City of Providence - City Plan Commission
 Application for Major Subdivision**

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 Change

(a) Preferred assigned address(es) after subdivision (if available): _____

3. Tax Obligation – Taxes shall be paid for the entirety of the fiscal year prior to submission

Current Tax Obligation for Assessor's Plat(s): _____ Lot(s): _____

___ has been met by the owner for the current fiscal year.

___ has not been met by the owner (submission is not complete until taxes are paid).

4. Signatures

A. Applicant Signature: _____

B. Owner Signature(s): _____

Procedure for filing a Major Subdivision

1. 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.
2. Complete the major subdivision 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. Have a survey with the proposed changes prepared by a professional land surveyor registered in the State of Rhode Island. *All items listed under item 5 for the preliminary plan shall be included on the plan.*
4. For the master plan approval stage, submit the application form, application fee(s), checklist items 1-14, including ten paper copies of the plan. 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 15 as well if UDR is requested. For the preliminary plan approval stage, submit checklist items 1-11, including ten paper copies of the plan.
5. 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).
6. The City Plan Commission will review the master plan at a meeting within 90 days of being certified complete. A public hearing will be held prior to the City Plan Commission decision on the master plan. If the master plan and preliminary plan review stages are combined, a public hearing shall be held prior to decision on the combined stages of review. The applicant must attend this meeting. The applicant is required to notice the public hearing as required by the City of Providence Land Development and Subdivision Review Regulations. Upon receiving master 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.
7. The preliminary plan will be processed within 90 days of being certified complete, provided no major changes are requested, no new variances or special-use permits are requested, and no changes to variances or special-use permits approved by the City Plan Commission at the master plan stage are requested. The applicant is required to notice abutters 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.
8. Barring a major change finding, the final plan will be processed within 45 days of being certified complete. If the applicant submits blank confirmatory deeds, the DPD will enter the assigned lot numbers and addresses in the appropriate locations. Upon receiving final approval, the DPD will notify the applicant and return three stamped copies of the plan, three copies of the approval letter, and, if submitted, three copies of the confirmatory deeds. 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.
9. 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.
10. Upon recordation, the applicant shall return one copy of each recorded document to the DPD.
11. DPD staff will assign new lot numbers and addresses if required. DPD staff will update the plat maps and permitting database. Copies of the plan will be forwarded to relevant departments and agencies. A letter announcing the approval of the subdivision will be posted in the City Clerk's Office.

Public Engagement

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

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 Major Subdivision – Master and Preliminary Plan		
1		Completed and factually accurate online application signed by the applicant.
2		A notarized letter stating that the property owner(s) have granted their permission and consent for applicant to proceed with the application. Not required if the owner is the applicant.
3		Application fee(s).
4		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.).
5		The survey shall include the following: <ul style="list-style-type: none"> • Title of the subdivision 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 subdivided; 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, • Perimeter boundary lines of the subdivision, 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 subdivision parcel(s), • Any other items the administrative officer deems necessary to demonstrate zoning compliance.
6		Certified copies of deed(s) from the Recorder of Deeds for all parcels.
7		Counter bill or municipal lien certificate(s) from the Tax Collector showing zero balance due for the entire tax year for all parcels.

8		New legal description(s)/metes and bounds description(s) of all proposed lots. It is recommended to submit the description as an exhibit in draft confirmatory deed(s) for all new parcel(s). Leave blank areas for the insertion of new lot numbers and addresses.
9		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.
10		Any other documents required by the Administrative Officer to demonstrate zoning compliance.
11		All items and documents submitted with application are internally consistent.
Items 12 – 14 are required for the public hearing (master plan stage only)		
12		The names and addresses of owners of all properties, agencies, or communities requiring notification as required by the City of Providence Land Development and Subdivision Review Regulations.
13		The applicant shall notify owners of all properties, agencies, or communities requiring notification as required by the City of Providence Land Development and Subdivision Review Regulations.
14		Affidavit of mailings with proof of newspaper notice shall be required prior to issuance of a certificate of completeness.
Item 15 is required for cases involving Unified Development Review.		
15		Completed Unified Development Review (UDR) form for items that require zoning relief.

Checklist for Major Subdivision – Final Plan		
1		Four paper copies of the survey drawn to an appropriate scale such that all features are legible. 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.).
2		Any changes or requirements from the administrative officer or the Commission at the Master/Preliminary Plan stage.
3		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.
4		Any other documents required by the Administrative Officer to demonstrate zoning compliance.