



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

**City of Providence - City Plan Commission
 Application for Minor 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. Signatures

A. Applicant Signature: _____

B. Owner Signature(s): _____

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.

Procedure for filing a Minor Land Development Project

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 minor land development project 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 1-24, including four paper copies of the plan set. Ten copies of the plan are required if the submission requires City Plan Commission review. 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 25-28 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 or administrative officer will review the preliminary plan within 65 days of being certified complete. If a public hearing is required, the City Plan Commission will review the preliminary plan at a meeting within 95 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 25 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.

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.

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 Minor Land Development Project – 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		<p>Four paper copies of a land survey drawn to an appropriate scale such that all features are legible. Ten copies are required if the plan requires CPC review. 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>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.).</p>
5		<p>If required, 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 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, • Factually accurate identification of all zoning deficiencies or non-compliance, if any, including with respect to non-dimensional requirements, • 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),

		<ul style="list-style-type: none"> 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		Narrative summarizing scope of the project and proposed changes.
8		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.
9		Any other documents required by the Administrative Officer to demonstrate zoning compliance.
		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. All graphic representations and notes on plans shall be consistent with each other.
10		An existing conditions plan depicting existing development and lot configuration.
11		<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 as described in item 4, 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(s), 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 grading plan showing existing and proposed contours at two-foot intervals for the entire project.
13		A soil erosion and sediment control plan showing measures that will be taken to mitigate runoff during construction.
14		A landscape plan showing the location of plantings, tree species, and canopy coverage calculations.
15		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.
16		For plans that involve building construction, a diagram depicting the calculation of average grade and building height calculated from the average grade.
17		Building elevations of all facades and appurtenant structures showing proposed exterior treatment and building materials and shall include fenestration, transparency calculations, and building height.
18		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.
19		Development rendering(s) indicating overall massing and views from public streets.
20		A signage plan showing locations and dimensions of all proposed signage with table showing conformance with signage dimension regulations.

21		A lighting plan showing the locations and heights of all light poles, light fixtures and light emitting devices. Cut sheets of all light fixtures shall be included with the lighting plan.
22		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.
23		Traffic study if required by the administrative officer, the Commission, or the City Traffic Engineer.
24		If a street is proposed, a proposed street plan with profiles and cross- sections.
		Items 25 – 28 are required for cases involving Unified Development Review (UDR) or street creation, which require a public hearing
25		Completed Unified Development Review (UDR) form for items that require zoning relief.
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 Minor Land Development Project – 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.