

## **STEPS FOR APPROVAL OF MAJOR LAND DEVELOPMENT PROJECTS**

### **1. PRE-APPLICATION STAGE**

It is advised that the applicant arrange a Pre-application meeting with Department of Planning and Development (DPD) staff to explain the project's particulars and review requirements prior to submission. During this stage, the applicant must meet with Director of Inspection and Standards to review zoning compliance and apply for variances if necessary.

All necessary plans shall be submitted after the pre-application meeting within a month of the meeting date at which the applicant intends to appear. A \$50 application fee is required and should accompany the submission.

If variances are required, the applicant shall schedule an appearance before the Zoning Board after appearing before the City Plan Commission (CPC).

### **TECHNICAL REVIEW**

A technical review committee of representatives of various city departments is typically held in the planning department two weeks before the Commission meets to consider a project. The applicant should attend this meeting to hear and respond to comments about the plan.

The following plans are to be submitted by the applicant for technical review to the following departments (503.3) at least one week prior to the Technical Review Committee meeting:

#### **Full-sized plan sets (2 for each dept.):**

Kerry Anderson  
Dept. of Inspection and Standards  
444 Westminster Street  
Providence, RI 02903

William Bombard  
Department of Public Works  
700 Allens Avenue  
Providence, RI 02905

#### **Full-sized landscape plan:**

Douglas Still  
City Forester  
Roger Williams Park, Dalrymple Boathouse  
1000 Elmwood Avenue  
Providence, RI 02905

**Full-sized site plan:**

Frank Silva  
Fire Marshall  
Providence Fire Department  
325 Washington Street  
Providence, RI 02903

Hugh Clements  
Police Chief  
Providence Police Department  
325 Washington Street  
Providence, RI 02903

Greg Harris  
RIPTA  
265 Melrose Street  
Providence, RI 02907

**MASTER PLAN STAGE (PUBLIC INFORMATIONAL MEETING)**

All submissions are due to the Department of Planning and Development (DPD) no later than 30 days before the Commission meets (see annual calendar of Commission meetings) and will contain the following:

- Required items to be submitted are in the checklist for Master Plan (506.2 of Development Review Regulations)
- Plan sets to be submitted to Commission- 1 full size set, 10 reduced sets (11"x17")
- Narrative report, aerial photo, estimated number of residents, phasing plan (503.2)

**Noticing for Master Plan Stage**

**Newspaper Notice:** Public Notice (805.1, 805.3) is to be placed in the *Providence Journal* by the applicant. It must appear no later than two weeks prior to the scheduled Commission meeting. The title of the notice and a sentence that includes a phone number that may be called for translation services must be in Spanish (see template on page 3).

**Mailed Notice:** The notice must be mailed to abutters within 200' via "first class" mail no later than ten days prior to the scheduled Commission meeting (postcard or first class mailing). It must include requests for all waivers or modifications of the checklist. The notice must be provided in English and Spanish. Notices must be sent to each legal residential unit in the area and be addressed to the "Current Occupant" of each relevant address. (see template on page 4)

The applicant must sign and have notarized a "Certification of Notice" that states that the required notice was placed in the newspaper and mailed to abutters (see template on page 5).

**Onsite Notice:** The applicant must provide the general public with notice of a required public hearing on its application by posting a notice on its premises, no smaller than twelve (12) inches by twenty-four (24) inches, in a manner clearly visible to the public, at least seven (7) but no more than fourteen (14) days prior to the hearing. An applicant who fails to post the sign may

have the application declared defective. Notices shall contain the name of the applicant and description by street and number or other plain designation of the particular location involved. It should contain contact information for the City Plan Commission.

**Stenographer required:** The applicant is responsible for hiring a stenographer for the public informational meeting and providing the Planning Division with a copy of the transcript (805.1)

### **Template for Newspaper notice**

The legal notice placed in the newspaper requires the title and a mandatory sentence in Spanish that includes a phone number that may be called for translation services. It must appear no later than two weeks prior to the meeting.

### **Notice of Public Informational Meeting for Master Plan Stage of Development**

Providence City Plan Commission  
**Notice of Public Informational Meeting**  
Major Land Development Project  
**[Description and address of project in English]**

Comision de Planeamiento de la Ciudad de Providence  
**Notificacion reunión de información pública**  
Principal Proyecto de Desarrollo de terreno  
**[Description and address of project in Spanish]**

Pursuant to Section 421 of the Providence Zoning Ordinance, as amended, and Section 805 of the Providence Development Review Regulations, notice is hereby given that the City Plan Commission will hold a public informational meeting in the 1<sup>st</sup> Floor Auditorium of the Department of Planning and Development, 444 Westminster St., Providence, Rhode Island 02903 on **[Day, Date and time]**. The purpose of the hearing is to provide information to the public and to receive public comment as part of the Commission's review of a proposed major land development project. This proposal consists of a/an **[Description of Project]** to be built on a certain tract of land at **[Address of project]**.

Individuals requesting interpreter services must notify the Department of Planning and Development at 401-680-8400, 48 hours in advance of the hearing date.

Individuos que requieren servicio de interpretación deben notificar al Departamento de Planificación y Desarrollo al 401-680-8400, 48 horas antes de la fecha de la audiencia.

Stephen Durkee, Chair  
City Plan Commission

Angel Taveras, Mayor  
City of Providence

**Template of Mailed Notice for Master Plan Stage:** The notice that is mailed to abutters shall contain a full Spanish translation of the project.

**Notice for Master Plan Hearing**

Providence City Plan Commission  
**Notice of Public Informational Meeting**  
Major Land Development Project  
**[Address of Project]**

Comision de Planeamiento de la Ciudad de Providence  
**Notificacion de reunión de información pública**  
Principal Proyecto de Desarrollo de terreno  
**[Project Address]**

Pursuant to Section 421 of the Providence Zoning Ordinance, as amended, and Section 805 of the Providence Development Review Regulations, notice is hereby given that the City Plan Commission will hold a public hearing in the 1<sup>st</sup> Floor Auditorium of the Department of Planning and Development, 444 Westminster St., Providence, Rhode Island on **[Day, Date and Time]**. The purpose of the hearing is to provide information to the public and to receive public comment as part of the Commission's review of a **[Detailed description of Project] at [address of project]**.

En conformidad con el artículo 421 de la Ordenanza de Zonificación de Providence, enmendada, y la Sección 805 del Reglamento de Revisión de Desarrollo de Providence, se notifica ue la Comisión de Planeamiento de la Ciudad de Providence llevará a cabo una audiencia pública en el Auditorio del 1<sup>st</sup> Piso del Departamento de Planeamiento y Desarrollo, 444 Westminster St., Providence, Rhode Island el **[Day, date and time in Spanish]**. El propósito de la audiencia es proporcionar información al público y para recibir comentarios del público como parte de la revisión de la Comisión de una propuesta para un proyecto de construcción. Esta propuesta consiste en un **[Description of project in Spanish]** que se construirá en una zona determinada del terreno en la **[Address in Spanish]**

Individuals requesting interpreter services must notify the Department of Planning and Development at 401-680-8400, 48 hours in advance of the hearing date.

Individuos que reuieren servicio de interpretacion deben notificar al Departamento de Planificación y Desarrollo al 401-680-8400, 48 horas antes de la fecha de la audiencia.

Stephen Durkee, Chair  
City Plan Commission

Angel Taveras, Mayor  
City of Providence

**Certified Affidavit of Mailings:** The applicant shall present a certified affidavit of mailings prior to the Master plan hearing in the format of the following template with the required elements.

**Certification of Notice for Land Development Project or Subdivision**

**Master/Preliminary Plan Stage**

In accordance with Section 805.2 of the Providence Development Review Regulations, I hereby certify that I caused notice to be placed in the *Providence Journal* on \_\_\_\_\_, notifying the public of the Public Informational Meeting/Public Hearing to be held on \_\_\_\_\_ to consider the project known as \_\_\_\_\_. A copy of the actual newspaper notice is attached.

Also, in accordance with Section 805.1, I caused the same notice to be mailed, by regular mail, to all owners of real property whose property is located within 200 feet of the subject site, based on current real estate tax assessment records of the City. A map showing such properties and a list of all property owners and their addresses are attached.

Signed,

\_\_\_\_\_  
(Print name and Title)

State of Rhode Island

County of \_\_\_\_\_

In \_\_\_\_\_ in said County

on the \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_\_, before me personally appeared

\_\_\_\_\_, \_\_\_\_\_ of

\_\_\_\_\_, to me known and

known by me to be the party executing the foregoing

instrument on behalf of said corporation and

\_\_\_\_\_ acknowledged said instrument,

by \_\_\_\_\_ executed to be \_\_\_\_\_

free act and deed and the free act and deed of said

corporation.

\_\_\_\_\_  
(Signature of Notary, title)

## **Preliminary Plan Stage (PUBLIC HEARING)**

The Preliminary Plan stage occurs after Master Plan Approval and the applicant obtaining any relief from the Zoning Board if necessary. All submissions are due no later than 30 days before the Commission meets (see annual calendar of Commission meetings)

Required items to be submitted are in the checklist for Preliminary Plan (506.2)

**Newspaper Notice:** Public Notice (805.1, 805.3) is to be placed in the *Providence Journal* by the applicant. It must appear no later than two weeks prior to the scheduled Commission meeting. The title of the notice and a sentence that includes a phone number that may be called for translation services must be in Spanish (see attached Preliminary notice template on page 7).

**Mailed Notice:** The notice must be mailed to abutters via certified mail within 200' no later than ten days prior to the scheduled Commission meeting (certified, with return receipt addressed to the Planning Division). It must include requests for all waivers or modifications of the checklist. Notices must also be sent to each legal residential unit in the area and be addressed to the "Current Occupant" of each relevant address. The notice must be provided in English and Spanish (see attached notice on page 8).

The applicant must sign and have notarized a "Certification of Notice" that states that the required notice was placed in the newspaper and mailed to abutters (see attached template on page 5).

**Onsite Notice:** The applicant must provide the general public with notice of a required public hearing on its application by posting a notice on its premises, no smaller than twelve (12) inches by twenty-four (24) inches, in a manner clearly visible to the public, at least seven (7) but no more than fourteen (14) days prior to the hearing. An applicant who fails to post the sign may have the application declared defective. Notices shall contain the name of the applicant and description by street and number or other plain designation of the particular location involved. It should contain contact information for the City Plan Commission.

**Stenographer Required:** The applicant is responsible for hiring a stenographer for the public hearing and providing the Planning Division with a copy of the transcript (805.1)

## Notice for Preliminary Plan Stage

The applicant is responsible for placing this notice in the *Providence Journal* **at least** two weeks prior to the date of the public hearing before the City Plan Commission. The applicant must mail it, in English and translated into Spanish in its entirety, to abutters within 200 feet of the property at least ten days prior to the hearing. This mailing must be certified, with return receipts addressed to Planning Division staff.

## Notice of Public Hearing for Preliminary Plan Stage of Development

Providence City Plan Commission  
**Notice of Public Hearing**  
Major Land Development Project  
**[Description and address of project in English]**

Comision de Planeamiento de la Ciudad de Providence  
**Notificacion de Audiencia Publica**  
Principal Proyecto de Desarrollo de terreno  
**[Description and address of project in Spanish]**

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Individuals requesting interpreter services must notify the Department of Planning and Development at 401-680-8400, 48 hours in advance of the hearing date.

Individuos que requieren servicio de interpretación deben notificar al Departamento de Planificación y Desarrollo al 401-680-8400, 48 horas antes de la fecha de la audiencia.

Stephen Durkee, Chair  
City Plan Commission

Angel Taveras, Mayor  
City of Providence

**Mailed Preliminary Plan Notice:** The applicant must mail the notice, in English and translated into Spanish in its entirety, to abutters within 200 feet of the property at least ten days prior to the hearing. This mailing must be certified, with return receipts addressed to Planning Division staff.

### **Notice for Preliminary Plan Hearing**

Providence City Plan Commission  
**Notice of Public Hearing**  
Major Land Development Project  
**[Address of Project]**

Comision de Planeamiento de la Ciudad de Providence  
**Notificacion de Audiencia Publica**  
Principal Proyecto de Desarrollo de terreno  
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En conformidad con el artículo 421 de la Ordenanza de Zonificación de Providence, enmendada, y la Sección 805 del Reglamento de Revisión de Desarrollo de Providence, se notifica ue la Comisión de Planeamiento de la Ciudad de Providence llevará a cabo una audiencia pública en el Auditorio del 1st Piso del Departamento de Planeamiento y Desarrollo, 444 Westminster St., Providence, Rhode Island el **[Day, date and time in Spanish]**. El propósito de la audiencia es proporcionar información al público y para recibir comentarios del público como parte de la revisión de la Comisión de una propuesta para un proyecto de construcción. Esta propuesta consiste en un **[Description of project in Spanish]** que se construirá en una zona determinada del terreno en la **[Address in Spanish]**

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