

**CITY OF EAST PROVIDENCE, RHODE ISLAND
DEVELOPMENT PLAN REVIEW OR LAND DEVELOPMENT PROJECT CHECKLIST
FORM D**

(File with the Department of Planning, City Hall, 145 Taunton Ave., Room 309, East Providence)

Type or print clearly

1. Preparer(s)'s Name _____
Address _____
Phone Number (_____) _____ Email _____

2. Assessors Map/Block/Parcel Number(s) _____

3. Street Address of Property _____

FOR OFFICE USE ONLY

File # _____ Fee: \$125 plus \$20 per lot (No Street) Check # _____ Date Submitted _____

Fee: Street Extension or Creation: \$325 plus twenty-dollar (\$20) per lot .

Received by (initial) _____ Street Creation or Extension ? _____ (Yes or N)

of Lots _____ COC _____ Date of Display Ad _____

Public Hearing Date (if required) _____ Action and Date _____

Appeal _____ Plan Signed _____

(Note: None or date of Appeal) Other Action(s) Required? _____ (Date) _____

Instructions:

The shaded boxes within the checklist indicate an item is not required at a particular stage of review. Split cells vary by application type, per the key at the bottom of the table. Complete the unshaded boxes on the left side of the table for your applicable review stage(s) with an affirmation (Y, X, or ✓) or an indication that the requirement is not applicable to your application (N/A). If you cannot meet a checklist requirement, you must apply for and receive a waiver prior to the application being considered complete pursuant to Section 5 - 11 of the Land Development and Subdivision Regulations. Please complete a separate copy of this document for each review stage. One copy may be submitted for combined review stages. For the Location column, provide the electronic file name and page number. This checklist pertains to the following subdivision application review stages:

1. Administrative Development Plan Review (**AD**)
2. Master Plan Review of a Major Land Development Project (**MD**)
3. Preliminary Formal Development Plan Review or Preliminary Plan Review of a Major or Minor Land Development Project (**PD**)
4. Final Formal Development Plan Review or Final Plan Review of a Major or Minor Land Development Project (**FD**)
5. Approved Land Development Project or Approved Development Plan Review Plan (**AP**)

1. AD	2. MD	3. PD	4. FD	5. AP	Description of Required Submission Material	Location
					1. Payment of the required fee. Material submitted prior to the fee will not be reviewed until the fee is received.	
		1			2. Completed application form (Form B)	
					3. Completed checklist	
					4. All application materials consistent with the Design and Public Improvement Standards, Article 15, and Land Development Project and Development Plan Review Design Standards, Article 16, of the East Providence Land Development and Subdivision Regulations	
		1			5. A written narrative containing: <ul style="list-style-type: none"> A. Information on the natural and built features of the surrounding neighborhood B. Existing natural and man-made conditions of the tract, including topographic, freshwater wetland, and coastal features, the floodplains, proposed improvements and dedications, tentative construction phasing; C. Potential neighborhood impacts; D. Description of the application’s consistency with the East Providence Comprehensive Plan; E. A general statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed 	

					<p>subdivision/development, including consideration of existing conditions and significant site features and the design's compatibility with the existing character of East Providence; and</p> <p>F. For major land development projects only: If the proposed development is proposed for phased construction, a description and timing for individual phases.</p>	
		1			<p>6. A letter certified as true and correct identifying:</p> <ol style="list-style-type: none"> 1. Changes made since pre-application 2. Any required zoning approvals 3. Any requested waivers or modification of requirements as written in the East Providence Land Development and Subdivision Regulations 4. Any proposed public improvements or dedications 5. Use allocation by total square footage of each proposed use, according to § 19-98 of the City of East Providence Code of Ordinances 	
					<p>7. If a special use permit or variance is requested, all application materials for such required by the City of East Providence. An application with an outstanding modification request will not be certified complete.</p>	
			2		<p>8. A letter certified as true and correct requesting this stage of approval and identifying any changes made to the application since the previous stage of approval</p>	
					<p>9. All permits required by state or federal agencies for construction, including freshwater wetlands, the coastal zone, floodplains, preliminary suitability for individual septic disposal systems, and connections to state roads.</p>	
					<p>10. All updated permits required by local, state or federal agencies for construction of required improvements, including freshwater wetlands, the coastal zone, floodplains, land disturbance, preliminary suitability for individual septic disposal systems, public water systems, zoning approvals, and connections to streets.</p>	
					<p>11. Public Dedication Form if any public dedications are proposed</p>	
					<p>12. Proposed arrangements for the completion of any improvements, including construction schedule / improvement guarantees</p>	
					<p>13. Proposed terms of any improvement guarantees for improvements required by Article 15 of the East Providence Land Development and Subdivision Regulations, and cost estimates to complete the required improvements</p>	
				2	<p>14. For phased developments, copies of as-built drawings of all public</p>	

					improvements from prior phases.	
		2	1		15. A stormwater management plan consistent with the Rhode Island Stormwater Maintenance, Design and Installation Manual; the Rhode Island Soil Erosion and Sediment Control Handbook; and in accordance with any applicable provisions of the Code of Ordinances	
				2	16. (All applications except administrative development plan review) an updated Stormwater Management Plan, if any changes are necessitated by changes made to the application since Preliminary Plan submission	
					17. Preliminary drawings at no larger than 11"x17" showing items B1, B3 - B4, B9 - B18, C1, C3 - C7, and D at the bottom of the table.	
					18. A locus map of the subject property highlighting all properties within 200' of the subject property with a radial line identifying Assessor's plat and lot. Include a tabulated list of properties within the notice area identifying owner on file with the East Providence Tax Assessor, mailing address, and assessor's plat and lot.	
					19. A sketch at no larger than 11" x 17" depicting the items listed under A at the bottom of the table.	
					20. Preliminary drawings at no larger than 11"x17" showing items B2 - B19 ,C2 - C7, and E at the bottom of the table.	
					21. Final drawings at no larger than 11"x17" showing items B2 - B19, C2 - C7, and E at the bottom of the table.	
					22. Final plans in conformity with the previous stage of approval in digital (.pdf) format and generated on mylar able to be recorded by the Office of Land Evidence Records no larger than 24"X 36" at a scale of ¼" to 1', or other scale as the Administrative Officer may require, and containing the following information: A. All the essential aspects of the approved design; B. The implementation schedule; C. Special conditions placed by the City; D. Permits and agreements with state and federal reviewing agencies; E. Other information required by the permitting authority; and F. Three lines, three inches long and one inch apart in the lower left-hand corner of each drawing for approval signatures.	
		1			23. Three (3) daytime photographs of the site showing access and the location of the proposed development submitted as .jpg digital image files to the Administrative Officer	

					<p>24. For communications towers, antenna arrays, and equipment shelters only:</p> <p>A. Photo simulations from multiple ground planes in the vicinity of the site depicting the full height of the tower in a photorealistic rendering at scale. Additional photo simulations may be required by the permitting authority prior to approval.</p> <p>B. Provide a definition of the area of service and indicate the current coverage capacity, and information showing that the proposed facility would provide the needed coverage and/or capacity.</p> <p>C. A map or maps, covering the entire City and showing all existing, proposed or planned sites of such carrier, including alternative sites from which the needed coverage could also be provided, and indicating the zoning for all such sites.</p> <p>D. A statement identifying the owner, operator or manager of any wires, cables or connective devices that enter or exist on or along any public street or right of way.</p>	
		2			25. Additional items deemed necessary by the permitting authority during the previous review stage	

1 - only for minor land development projects and formal development plan review

2 - only for major land development projects

Drawing submission requirements:

A. Master Plan Sketch.

1. Name of proposed development, name of owner, name of the architect, engineers, landscape designer, and other consultants involved in the preparation of the plan, date, north point;
2. Lots, including lot lines, approximate dimensions, approximate area and Assessor's lot numbers;
3. Existing and proposed streets, approximate parking areas;
4. Concept for collecting and discharging stormwater;
5. Concept for grading, including limits of disturbance;
6. Names of abutting property owners and property owners immediately across any streets adjacent to the subject parcel;
7. Location and approximate size of existing buildings or significant aboveground structures on the subject parcel;
8. Location of wetlands, watercourses or coastal features within and immediately adjacent to the subject parcel;
9. Location of wooded areas and areas of agricultural use;
10. Location of any unique or historic features, including historic cemeteries; within or immediately adjacent to the subject lot(s);
11. Existing zoning on the site and on all abutting properties;
12. Availability of utilities;
13. Proposed buildings;
14. Proposed number of building lots;
15. Proposed number of dwellings;
16. Concept for collecting and discharging stormwater; and

17. Concept for grading, including limits of disturbance
- B. Site Plan. The applicant shall provide a proposed site plan for all areas of lots containing the entire tract, whether or not intended for development showing:
 1. Name of proposed development, name of owner, name of the architectural designer, engineers(s) (if applicable), landscape designer, and other consultants involved in the preparation of the plan, date, north point and scale;
 2. Name of proposed development, name of owner, name of the architect, engineers, landscape designer, and other consultants involved in the preparation of the plan, date, north point and scale;
 3. Lots, including lot lines, approximate dimensions, approximate area and Assessor's lot numbers;
 4. Existing and proposed streets, drives, parking areas (including arrangement and dimensions of parking spaces and drive aisles as well as points of ingress/egress), loading areas, and walks, including location, name and right-of-way widths on entire tract and on abutting property, as well as point(s) of access to the site;
 5. Utilities, indicating pipe sizes, grades, and manholes, proposed utility extensions, and text defining ownership and maintenance plans (water utilities to be verified by the Bristol County Water Authority and sewer utilities to be verified by the Department of Public Works);
 6. Topography, including contours at suitable intervals;
 7. Location of areas of active agricultural use or containing prime agricultural soils and farmland soils of statewide importance;
 8. Identification of the following areas of special concern:
 - a) Natural Heritage Areas, as defined by RIDEM
 - b) The area(s) under the jurisdiction of any Special Area Management Plan (SAMP) of RI CRMC
 - c) A Groundwater Protection Overlay District
 - d) A Wellhead Protection Area
 - e) Groundwater Recharge Area
 - f) Areas within a TMDL watershed, as identified by RIDEM
 - g) OWTS Critical Resource Area, as defined by RIDEM
 - h) A Drinking Water Supply Watershed, as defined by RIDEM
 - i) National Register of Historic Places
 9. Coastal features, verified freshwater wetlands and the proposed drainage system;
 10. Portions of the site located within a flood hazard area as identified by the Federal Emergency Management Agency's (FEMA's) "Flood Insurance Rate Map" and "Flood Boundary and Floodway Map" as may be amended;
 11. Portions of the site located within the Rhode Island Coastal Resources Management Council (RI CRMC) three-foot (3') sea level rise map as being inundated during a one-hundred-year storm as may be amended;
 12. Other conditions, including the location of rock outcrop, wooded areas, existing structures, embankments or retaining walls, railroads, power lines and significant physical features on the site and on adjacent land that may have an influence on the development of the site;
 13. Public access areas, including parcels of land proposed to be dedicated for public use;
 14. Solid waste collection areas;
 15. Existing zoning on the site and on all abutting properties;
 16. Location and orientation of all structures and their proposed uses identifying gross square footage of floor area according to § 19-98 of the City of East Providence Code of Ordinances;
 17. Proposed location and treatment of any public or private common areas or structures including open spaces, green roofs, plazas, parks or recreation areas. Applicant shall include a statement addressing long term maintenance of such areas;
 18. Proposed renewable energy facilities and electric vehicle charging locations; and

19. The stamp of a RI licensed professional architect and engineer.
- C. Building Floor Plans and Structure Elevations. The applicant shall provide proposed structures elevations and floor plans for all buildings showing:
1. Name of proposed development, name of owner, name of the architectural designer and other consultants involved in the preparation of the drawings, date, north point and scale;
 2. Name of proposed development, name of owner, name of the architect and other consultants involved in the preparation of the drawings, date, north point and scale;
 3. Base flood elevation data, if any portion of the proposed development is located within a flood hazard area as identified by the Federal Emergency Management Agency's "Flood Insurance Rate Map" and "Flood Boundary and Floodway Map" or RI CRMC's three-foot (3') sea level rise map as being inundated during a one-hundred-year storm, as may be amended;
 4. General division of leasable units within structures and associated square footages, according to § 19-98 of the City of East Providence Code of Ordinances, including identification of affordable and market-rate housing units;
 5. Location of all building entrances and identification of which entrances shall be primary entrances, ADA accessible, exit only, and/or access-controlled;
 6. Areas of glazing and identification of operable windows; and
 7. Identification of façade materials.
- D. Landscape Plan. A landscape plan that indicates the general treatment proposed for the site, including the approximate amount, location and type of buffering, landscaping, hardscape and lighting proposed, as well as location and dimensions of pedestrian entrances, exits, and walkways.
- E. Landscape Plan. A landscape plan, prepared by a landscape professional that indicates the general treatment proposed for the site, including the approximate amount, location and type of buffering, landscaping, hardscape and lighting proposed, as well as location and dimensions of pedestrian entrances, exits, and walkways.