



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

**City Of Providence
 Application for Development Plan Review**

Date _____

1. General Information

A. Assessor's Plat(s): _____ Lot(s): _____

B. Street Address (es) _____

C. Applicant's Name, Address, Telephone no.

D. Owner's Name, Address, Telephone no. (include all owners of property)

2. Description of Development

3. Owner/Applicant Signature(s) and date _____

Application received on _____ by _____

Procedure for Development Plan Review

1. Schedule a pre-application meeting with Choyon Manjrekar, Planner, Department of Planning and Development (DPD), 444 Westminster Street, Providence 02903 (tel. 680-8525). A conceptual illustration is helpful at this stage. The proposal will be reviewed to determine eligibility for Development Plan Review (DPR) and to identify any potential issues related to development.
2. Complete the application form “DPR” *All owners of all pieces of property must sign the form.*
3. All components listed in the Development Plan Review checklist are required for submission with the application form.
4. The DPD shall review the submission and certify it complete or incomplete. Incomplete plans shall be returned to the applicant to address any outstanding issues. Complete submissions shall be certified complete for the plan review process and the applicant will be scheduled for a meeting with the Development Review Committee.
5. Four (4) sets of plans no smaller than 11x17 inches will need to be submitted with the application.
6. The DPD will convene a meeting of the Development Plan Review Committee consisting of the Director of the Department of Inspection and Standards or his or her designee, the Director of the Department of Planning and Development or his or her designee, and the City Forester. The applicant or a representative shall attend the meeting to note comments and suggestions made during the review. Committee members will decide at the meeting if they require revised copies of the plan.
7. The applicant will receive correspondence from the DPD outlining plan changes if they are required. The applicant shall make the necessary changes and submit revised plans to the DPR Committee for final approval.
8. If satisfactory, the DPD shall affix an approval stamp (pictured below) to the original plan and issue a letter of approval. Copies of the plan and letter will be sent to members of the DPR committee and the applicant.

City of Providence Development Plan Review Committee <i>Development Plan Review Approval</i>		
Name:	_____	
Project #	_____	
<u>Approved pursuant to Section 421.2 of the City of Providence Zoning Ordinance.</u>		
Robert Azar, Director of Current Planning, Dept. of Planning & Development		Date _____

9. A copy of the plan set and approval letter will be retained by the DPD, Building Official and City Forester.
10. The applicant can apply for necessary permits after receiving approval.

Development Plan Review

Checklist for Development Plan Review	
1	Application Form with name and address of Applicant and/or property owner
2	Date of plan preparation, with revision date(s) (if any).
3	Graphic scale and true north arrow.
4	Plat and lot number(s) of the parcel or parcels being developed or subdivided.
5	Zoning district(s), including overlay zones, of the parcel(s) in question. If more than one district, zoning boundary lines must be shown.
6	Location, width and names of existing streets within and adjacent to development parcel.
7	Site plan drawn to scale depicting in sufficient detail, existing and proposed layouts of buildings, parking areas, hardscape and softscape features
8	Landscape plan depicting existing and proposed trees, and a canopy coverage calculation per Section 425 of the Ordinance.
9	Drainage and grading plan
10	Any additional requirements determined in Step 1.