

**CITY PLANNING COMMISSION
PAWTUCKET CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860
PHONE: (401) 728-0500
www.pawtucketri.com/**



DEVELOPMENT PLAN REVIEW CHECKLIST

Thresholds/Fees

Administrative Review: \$50.00 filing fee due at time of submission.

One or two-family structure, new commercial/industrial construction up to 10,000 square feet, additions that are 500-999 sf, or accessory structures over 1,000 sf.

City Planning Commission Review:

Residential: 3 to 6 units - \$300.00; 6 to 10 units - \$500.00; 10+ units - \$1,000.00.

Commercial: Additions over 1,000 sf - \$300.00; New development 10,000-20,000 sf - \$500.00;
New development over 20,000 sf - \$1,000.00.

Application Requirements

All applications must be certified as complete by the Department of Planning and Redevelopment. Applicants will not be considered complete unless they include the information listed below. Applications requiring Planning Commission review must be certified as complete at least 21 days prior to the next scheduled meeting. Applicants may schedule a pre-application conference to review their proposal.

All necessary utility, infrastructure, roadway, sidewalk, walkway and parking area improvements will be provided for the development by the applicant at his/her own expense. All improvements will be required to meet all applicable city requirements and standards.

The applicant is required to pay all costs associated with the required advertising and certified mailing and will be billed for all associated costs once the review process is complete.

ALL applications must include the following:

- Application form complete, including owner's signature. If the owner's signature is not on the application, a letter stating the owner's consent for the filing of the application is required.
- A legal description of the property, as it appears on the deed, and a full and complete disclosure of direct or indirect ownership. In the case of a land trust, all beneficiaries shall be disclosed and an affidavit of ownership is required.
- Statements and conditions of easements, deed restrictions, or covenants existing or proposed on the subject land.
- Certificate of Zoning compliance (obtainable from the Zoning Department in City Hall)
- Certificate of Good Standing signed by the Tax Collector
- Site Plan to include:
 - Name of Development;
 - Date of plan and revisions (if any);
 - Graphic scale, north arrow,

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- Locus map at 1" = 2000';
 - Property owner's name and address;
 - Zoning District(s);
 - All building setbacks required by zoning ordinance;
 - Location and width of all existing rights of way,
 - Easements and reservations within and adjacent to property;
 - All boundary lines of the property including their total acreage;
 - Certification and signature of Rhode island registered Land Surveyor that plan is correct; name, address and telephone number of any designers associated with the development of the plans;
 - Proposed building square footage,
 - Parking location;
 - Sign location and size;
 - Lighting;
 - Site access and circulation;
 - Fencing, Dumpsters;
 - Landscaping;
 - Utility connections;
 - Location of all floodways and all V and A flood zones;
 - Accurate location of significant natural, cultural and/or landscape features (including all wetlands and waterways).
- Elevation drawing for front, side and rear of proposed building or addition

City Planning Commission Review applications must also include the following:

- Ten (10) copies of the plans on 24 x 36 inch sheets drawn to scale, not smaller than 1" = 100' by a registered architect, landscape architect, engineer or land surveyor.
- Location and dimensions of existing buildings, streets and sidewalks, driveways and parking areas within 200 feet of property.
- Names and addresses of all abutting property owners within 200 feet of the property lines.
- A complete landscape plan showing location and type of plantings and a complete stormwater management plan. Preliminary plans and information will be accepted for a complete application. HOWEVER, a landscape plan stamped and signed by a landscape architect registered in Rhode Island and a stormwater management plan, approved by the City, are required before final approval will be given.
- Documentation from existing utility agencies providing consent to connect to existing utilities. Said documentation may not be required at the time of application, however, approval may be conditioned upon providing said documentation to the City.
- Further supporting information that is determined necessary to review the project including, but not limited to traffic impact studies, or parking lot lighting plans. Note that assessments, analyses and plans required as part of state or federal permits should also be submitted.