



**CITY OF NEWPORT**  
**CRITICAL AREA OF REVIEW**  
**APPLICATION**

Date: \_\_\_\_\_ Assessor's Plat: \_\_\_\_\_ Lot: \_\_\_\_\_

Location of Premises - Street & No.: \_\_\_\_\_

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Arch. or Engr.: \_\_\_\_\_ Address: \_\_\_\_\_

DESCRIPTION OF WORK TO BE PERFORMED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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--(TO BE FILLED OUT BY COMMITTEE)

CONDITIONS OF APPROVAL: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPLICATION REQUIREMENTS

### **Section 1262.05.05 “DEVELOPMENT PLAN PREPARATION”**

The application for Critical Area Review Approval shall be filed along with a development plan, which shall conform to the requirements of Section 1262.04.03 of this Zoning Code. In addition, an inventory of existing plant materials shall be filed. The inventory shall indicate the type of plant, general condition, measures needed to maintain its health and the relative value of the plant. The development plan shall also depict location of scenic vistas, scenic highways and greenways.

### **Section 1262.05.06 “FILING PROCEDURES AND PROCESSING”**

- (a) With respect to a development proposal subject to the requirements of this section an application for a Critical Area Review Approval shall be submitted together with the development plan and supporting documents (Six copies) to the Department of Planning, Zoning & Development which shall serve as the coordinator for the Critical Area review plans. At the time the development plan is submitted to the City for review, a fee of \$15.00 shall be paid to the City of Newport.
- (b) After the site development plan, related materials and fee have been submitted the Committee shall review the application and prepare its findings in writing within forty-five (45) days of the receipt of the application. The Committee may solicit comments and/or recommendations from the various City Departments in its review of the application.
- (c) If the proposed development, subdivision and/or alteration requires approval from the Zoning Board of Review, Historic District Commission or Planning Board then such approval must be received prior to the submission of a development plan. In granting the Critical Area Review Approval, the Committee may add to the requirements of the Zoning Board of Review, the Planning Board and/or the Historic District Commission.
- (d) The failure of the Committee to act within forty-five (45) days from the date of a completed application shall be deemed to constitute approval, unless an extension is agreed upon mutually by the applicant and the Committee.

### **SECTION 1262.04.03 DEVELOPMENT PLAN CONTENTS**

Any site plan required to be submitted in accordance with this chapter shall contain the following minimum information:

- (a) Proposed name of the development.
- (b) Name and address of the owners and developers of the property.
- (c) Tax Assessor's plat and lot number.
- (d) Boundaries of the entire property with lot area and dimensions indicated.
- (e) Date, scale, north arrow, phasing, and number of sheets.
  - (1) Scale shall be one inch (1") equals fifty (50') feet or larger.
  - (2) If the project is to be constructed in phases, this should be clearly indicated.
  - (3) When more than one (1) sheet is required, a cover sheet drawn to suitable scales shall show the entire site and indicate match lines for each page of the plan.
- (f) A vicinity map which indicates the location of the site in relation to the immediate surrounding area or the entire City.
- (g) Name, address, seal and signature of the professional preparing the plan.

- (h) Existing and proposed topography at a suitable contour interval.
- (i) All existing or proposed easements and rights-of-way.
- (j) Location and square footage of buildings proposed, and breakdown by square footage of intended uses or number of units.
- (k) Layout of proposed parking area, including arrangement and dimensions of parking spaces and drive aisles as well as existing and proposed points of ingress/egress.
- (l) Existing and proposed sewers, watermains, culverts and other underground facilities, indicating pipe sizes, grades, manholes and location, both onsite and offsite.
- (m) Existing and proposed drainage system.
- (n) Location and type of lighting.
- (o) Location and dimensions of pedestrian entrances, exits, and walkways.
- (p) Location of any proposed freestanding signs.
- (q) Identification of proposed dumpster pad.
- (r) Identification of any wetland located on the site and flood hazard information, if applicable.
- (s) Any additional information deemed necessary by City staff in order to satisfactorily complete site review as it pertains to a particular required improvement or other aspect of the proposed development plan. This may include information such as projected average daily water consumption for potable and non-potable purposes; projected average daily wastewater flow; frequency and duration of peak usage of water and sewer facilities; effluent characteristics; water pressure; existing roadway capacity and traffic counts; projected average daily vehicle trips and peak hour trips generated.

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 NOTE: **THE OWNER OF THE PROPERTY OR HIS/HER REPRESENTATIVE, NOT THE TENANT MUST SIGN APPLICATIONS.** ALL APPLICATIONS MUST INCLUDE SIX (6) COPIES OF DRAWINGS.

\_\_\_\_\_  
 Applicant's Signature

( ) \_\_\_\_\_  
 Daytime Telephone Number

\_\_\_\_\_  
 Owner's Signature

( ) \_\_\_\_\_  
 Daytime Telephone Number

FAILURE TO FOLLOW APPROVED PLANS MAY ALSO DELAY OR PREVENTS THE ISSUANCE OF BUILDING PERMITS OR CERTIFICATES OF OCCUPANCY.

**\*\*\*\*\* A \$15.00 fee must accompany this application. \*\*\*\*\***