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Department of Planning & Development  
43 Broadway, Newport, RI 02840

Application D

Application Date: \_\_\_\_\_

Application Fee: \$ 750.00

**Development Plan Review Application**

Subject Property Address \_\_\_\_\_ Tax Assessor s Plat \_\_\_\_\_ Lot \_\_\_\_\_

Applicant s Name \_\_\_\_\_ Email \_\_\_\_\_

Applicant s Address \_\_\_\_\_ Phone \_\_\_\_\_

**By signing below, I hereby attest that the information provided is accurate and truthful. I also attest that I have read this application thoroughly and understand what is required to submit a completed application.**

Applicant s Signature \_\_\_\_\_ Date \_\_\_\_\_

Deed of property recorded in City Land Evidence (Book, Page or Document Number) \_\_\_\_\_

Name of Registered Engineer or Land Surveyor \_\_\_\_\_ Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Instructions for Applicant**

Development Plan review is required for qualifying projects, as described in [Chapter 17.88](#) of the City of Newport Code of Ordinances. The Applicant shall submit one digital and one full-size paper copy of all required documents, as described in [Section 17.88.040](#).

Each applicant will be required to meet with the Department of Utilities prior to submittal of an application to determine submittal requirements to satisfy subsection 17.88.040(T). The City has standards which must be adhered to for stormwater control, in addition to state regulations. The City requires all stormwater to be treated on site, including on redeveloped land. This may reduce the developable area of your land. Substantial new construction will require the submittal of architectural plans and elevations.

The application shall not be processed until it is determined that all required documents have been submitted and all required fees have been paid. Development Plan Review is a prerequisite for a Building Permit. Construction shall be completed in accordance with the approved Development Plan Review. It is strongly suggested that all applicants request informal preliminary review to the City Planner prior to submittal of an application, let alone the commencement of serious design work by consultants.

## Subject Property Details

ot	Plat & Lot, Zoning District, & Subject Property Address	Present & Proposed Use of Property	Owner's Name & Signature	Owner's Contact Information
A	_____ , _____ Plat      Lot  _____ Zoning District  _____ Subject Property Street Address	_____ Present Use of Property  _____ Proposed Use of Property  _____ Flood Zone	_____ Property Owner Name (printed)  _____ Signatory Name* (printed)  _____ Signature (original, not electronic)	_____ Phone  _____ Email  _____ Mailing Address
B	_____ , _____ Plat      Lot  _____ Zoning District  _____ Subject Property Street Address	_____ Present Use of Property  _____ Proposed Use of Property  _____ Flood Zone	_____ Property Owner Name (printed)  _____ Signatory Name* (printed)  _____ Signature (original, not electronic)	_____ Phone  _____ Email  _____ Mailing Address
C	_____ , _____ Plat      Lot  _____ Zoning District  _____ Subject Property Street Address	_____ Present Use of Property  _____ Proposed Use of Property  _____ Flood Zone	_____ Property Owner Name (printed)  _____ Signatory Name* (printed)  _____ Signature (original, not electronic)	_____ Phone  _____ Email  _____ Mailing Address

\*List the name of the signatory if the property is owned by a corporation, partnership, or other entity. Articles of incorporation or other documentation to determine who is authorized to sign on behalf of the owner is required to be submitted with the application form.

NOTE: Please attach a separate sheet if more space is needed.



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## Application Check List - Section 17.88.040 Criteria

Included N/A

<input type="checkbox"/>	<input type="checkbox"/>	A. Perimeter boundaries of the entire property with lot area and dimensions indicated.
<input type="checkbox"/>	<input type="checkbox"/>	B. Date, scale, north arrow, phasing, and number of sheets.
<input type="checkbox"/>	<input type="checkbox"/>	1. Scale shall be one inch equals fifty (50) feet or larger;
<input type="checkbox"/>	<input type="checkbox"/>	2. If the project is to be constructed in phases, this should be clearly indicated
<input type="checkbox"/>	<input type="checkbox"/>	3. When more than one sheet is required, a cover sheet drawn to a suitable scale shall show the entire site and indicate match lines for each page of the plan
<input type="checkbox"/>	<input type="checkbox"/>	C. A vicinity map which indicated the location of the site in relation to the immediate surrounding area of the entire city.
<input type="checkbox"/>	<input type="checkbox"/>	D. Name, address, stamp/seal and signature of the professional preparing the plan.
<input type="checkbox"/>	<input type="checkbox"/>	E. Existing and proposed topography at a suitable contour interval.
<input type="checkbox"/>	<input type="checkbox"/>	F. All existing or proposed easements and rights-of-way
<input type="checkbox"/>	<input type="checkbox"/>	G. Limit of disturbance, location and square footage of buildings proposed, and breakdown by square footage of intended uses or number of units.
<input type="checkbox"/>	<input type="checkbox"/>	H. Layout of the proposed parking area, including arrangement and dimensions of parking spaces and drive aisles as well as existing and proposed points of ingress/egress.
<input type="checkbox"/>	<input type="checkbox"/>	I. Existing and proposed sewers, watermains, culverts, and other underground facilities, indicating pipe sizes, grades, manholes and location, both onsite and offsite.
<input type="checkbox"/>	<input type="checkbox"/>	J. Existing and proposed drainage system.
<input type="checkbox"/>	<input type="checkbox"/>	K. Location and type of lighting.
<input type="checkbox"/>	<input type="checkbox"/>	L. Location and dimensions of pedestrian entrances, exists, and walkways.
<input type="checkbox"/>	<input type="checkbox"/>	M. Location of any proposed freestanding signs.
<input type="checkbox"/>	<input type="checkbox"/>	N. Identification of proposed dumpster pad.
<input type="checkbox"/>	<input type="checkbox"/>	O. Identification of any wetland located on the site and floor hazard information, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	P. A landscape plan of the existing and proposed trees, shrubs, and other vegetation prepared by a registered landscape architect.
<input type="checkbox"/>	<input type="checkbox"/>	Q. Stormwater management plan. The development plan shall contain all of the information and meet the requirements of the City of Newport department of utilities' requirements for development and plans submitted for development plan review.
<input type="checkbox"/>	<input type="checkbox"/>	R. All applicants must provide a copy of any existing institutional master plan or similar plan describing existing and/or anticipated institutional development. The administrative officer may require that an institutional master plan be prepared and submitted if the uses on the property are of such a nature that it is reasonably expected that further development thereon may be planned or take place.
<input type="checkbox"/>	<input type="checkbox"/>	S. Any additional information deemed necessary by city staff in order to satisfactorily complete 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 nonpotable 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.