

**DEVELOPMENT PLAN REVIEW REQUIREMENTS**  
**CITY OF PAWTUCKET, RI**  
EFFECTIVE 11/24/08

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**ADMINISTRATIVE REVIEW:** One or two-family structure or commercial/industrial development on a lot smaller than 10,000 square feet. **\$50.00 filing fee due at time of submission.**

**CITY PLANNING COMMISSION REVIEW FEES:**

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

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

In order for applications to be either administratively reviewed or placed on the next Planning Commission agenda, they must be certified as complete by the Department of Planning and Redevelopment. Applicants will not be considered complete unless they include the following information.

**ALL applications:**

- 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. In addition, an affidavit of ownership is required.
- Plat Map of area with subject lots highlighted
- Certificate of Zoning compliance (obtainable from the Zoning Department in City Hall)
- Certificate of Good Standing signed by the Tax Collector

**ALL plans (City Planning Commission Review requires engineered site plans):**

- All Existing conditions, including topography
- Proposed conditions including: building square footage; setbacks; parking location; sign location and size; lighting; site access and circulation; fencing; dumpsters; landscaping; utility connections; elevation drawing for front, side and rear of proposed building or addition

**ALL applicants please note:**

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.

**City Planning Commission Review applications ONLY:**

- 10 copies of entire application
- Names and addresses of all abutting property owners within 200 feet of the property lines<sup>1</sup>.
- 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.
- Further supporting information that is determined necessary to review the project including, but not limited to traffic impact studies, or parking lot lighting plans.
- Applicants may schedule a pre-application conference to review their proposal.

**City Planning Commission Deadlines:**

Applications must be **certified as complete** at least **21 days** prior to the next scheduled meeting. Submission of an application 21 days prior to the meeting **DOES NOT GUARANTEE** that the application will be placed on the agenda of the next meeting, if the Department of Planning and Redevelopment determines that additional information is necessary for the application to be certified as complete.

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<sup>1</sup> 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.

If you have any questions please call the Department of Planning and Redevelopment at (401) 724-5200.