

Pawtucket Planning Department: Land Development & Subdivision Project Guidance Form

Pre-Application Meeting

This meeting is between City staff and your project team (you, builder, architect, engineer, etc.). The purpose is to review the proposed development and/or subdivision plans and project details to receive feedback from staff so any concerns can be addressed early in the process. Pre-application meetings are typically held at 2:00 PM on Wednesdays however other meeting times can be scheduled as needed. A pre-application meeting is optional and at the discretion of the applicant. Please contact Planning Department staff to schedule a pre-application meeting.

Development Plan Review (DPR)

[Zoning Ordinance Article III.A: Planned Land Development Land Development & Subdivision Regulations](#)

No permit to build, alter or expand any of the uses requiring Development Plan Review shall be issued by the Building Official until Final Approval is granted by the Planning Department. The City Planning Commission will review all applications for Development Plan Review at a public hearing. Where the project is subject to Development Plan Review and requires a subdivision, the two processes shall proceed concurrently. Any property located in the Riverfront Zoning District is also subject to design review by the Riverfront Commission. The Development Plan Review process must take place prior to the consideration of a dimensional variance, special use permit or appeal to the Zoning Board of Review.

[Development Plans Review Forms](#) (also located on the Planning & Redevelopment City webpage)

- [Development Plan Review Application](#)
- [Development Plan Review Checklist](#)

Projects subject to Administrative Review

- Construction of any new one- or two-family residential structure.
- Construction of any new commercial or industrial primary structure less than 10,000 sq. ft. of gross floor area.
- Accessory structures exceeding 1,000 square feet of gross floor area.
- Exterior addition with a gross floor area of 500 to 999 square feet.
- Any permitted use that is specifically referred in writing to the Department of Planning and Redevelopment by the Building Official or the Director of Zoning and Code Enforcement.
- Any other use for which the application for a variance or special use permit is specifically referred in writing to the Department of Planning and Redevelopment by the Zoning Board.

Projects subject to City Planning Commission Review

- Construction of any new residential structure, or combination of structures, with three or more units.
- Construction of any new commercial or industrial structure with a gross floor area of 10,000 sq. ft. or more.
- Exterior addition with a gross floor area of 1,000 square feet or more to an existing structure.
- Any application that is referred to the Planning Commission by staff.

Development Plan Review Fee Schedule

- Any Project Subject to Administrative Review: **\$50**
- 3 to 6 Residential Units: **\$300**
- 6 to 10 Residential Units: **\$500**
- 10+ Residential Units: **\$1,000**
- Commercial Additions: **\$300**
- New Development on lots 10,000 to 20,000 square feet: **\$500**
- New Development on lots 20,000 square feet or more: **\$1,000**

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Major Land Development Review

Projects of significant scale and magnitude with major impacts on abutters and the local neighborhood or projects involving an intense use of a property may be referred by staff to the City Planning Commission for Major Land Development Review. Applicants may request that their project be processed as a Major Land Development. Major Land Developments require two rounds of review from the City Planning Commission. The first round of review at the City Planning Commission will be for Master Plan Approval which requires the applicant to present the development proposal with conceptual plans at a public meeting. If approved, the applicant may return to the City Planning Commission for a public hearing at a later a date with a complete application including a property survey signed by a registered land surveyor or engineer and other required materials as stated in the [Development Plan Review Checklist](#) for Preliminary Plan Approval.

Final Plan Approval

Projects approved by the City Planning Commission will remain subject to administrative Final Plan approval by staff. Generally, final plan approval shall be granted by staff upon the applicant meeting the conditions for approval set in place by the City Planning Commission.

Technical Review Committee (TRC)

Applications that are subject to Development Plan Review/Major Land Development Review by the City Planning Commission will first be reviewed by the Technical Review Committee, a committee including staff from applicable departments (generally Planning, Zoning, Fire, etc.). The Technical Review Committee shall provide a written recommendation to the City Planning Commission.

Subdivisions

Land Development & Subdivision Regulations

Subdivision Forms (also located on the Planning & Redevelopment City webpage)

- [Subdivision Application](#)
- [Subdivision Review Checklist](#)

Administrative Subdivision - \$50 application fee

An Administrative Subdivision is defined as a boundary change with no new development proposed. Administrative subdivisions are processed and managed by Planning Department staff and do not require the approval of the City Planning Commission. The Planning Department reserves the right to refer any application to the Planning Commission for review.

Minor Subdivision - \$200 application fee

A minor subdivision is defined as creating from one to five developable residential lots. Minor Subdivisions require approval from the City Planning Commission at a public meeting.

Major Subdivision - \$300 Application fee OR a \$500 fee if Preliminary Plan & Master Plan review are required

A Major subdivision is defined as the division of commercially or industrially zoned land. Major subdivisions require approval from the City Planning Commission at a legally notice public hearing.

Building Permits

Upon final approval from the Planning Department/Planning Commission for a new development/subdivision, the applicant may apply for building permits via the City's online e-permitting system. The e-permitting system can be accessed [HERE](#).

Changing Zoning Districts

A petition to re-zone a property requires a public hearing before the City Planning Commission. The Planning Commission shall provide an advisory opinion to the Pawtucket City Council. The City Council will then vote to approve or deny the petition to change a property's zoning at one of their regularly scheduled public meetings.

Merging and Un-Merging Lots

Existing lots (two or more) under common ownership will automatically become merged for zoning purposes if one or more of those lots does meet the minimum requirements for lot size and/or lot frontage as stated in [Zoning Ordinance §410-44](#). To un-merge lots that are presently merged under common ownership, the applicant must apply to the City Planning Commission for a Minor Subdivision and then also apply Pawtucket Zoning Board for the necessary dimensional relief.

Zoning Board of Review

Applicants requesting a use/dimensional variance, special use permit, or an appeal of the Zoning Official's ruling must complete and submit an application for Zoning Board Review and submit to the Zoning Department. The Zoning Board meets the last Monday of each month; applicants must submit materials at least 8 weeks prior to the date of the meeting (ex. If the Zoning Board is meeting on April 31st, applicants must submit all materials by March 15th to be on the agenda for the April meeting).

The application will be heard at a public hearing where public comment is allowed. The Zoning Board approves, approves with conditions, or denies the requested relief following the public hearing. The application form for Zoning Board Review is located on the Zoning Department webpage of the City of Pawtucket website and can also be located [HERE](#). Below is the Zoning Board fee schedule; application fees are due at the time of submission.

- Special permit and/or variance in all zoning districts: **\$500**
- Appeals from decisions of the Division of Zoning and Code Enforcement: **\$500**
- All other appeals to the Board of Appeals: **\$500**