



**7]micZBYk dcfh**

Department of Planning & Development

43 Broadway, Newport, RI 02840

Application A

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

Application Fee: \$ 50.00

## Administrative Subdivision Application

**The undersigned desires to subdivide the property located in the City of Newport, Rhode Island in accordance with the accompanying Plat.**

Proposed Subdivision Name

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

## Required Items for Administrative Subdivision

### Administrative Subdivision Contents:

- One (1) paper (printed on 11"x17" or larger) and one (1) digital (or CAD) copy of record plat prepared by an engineer or a Land Surveyor showing the proposed subdivision for initial review.
- Application form;
- Non-refundable fee; and
- Record plat generated on Mylar (24"x36") at a scale of 1"=50' or larger.

## Subdivision Details

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

**Instructions for Applicant**

**Any applicant requesting approval of a proposed Administrative Subdivision shall submit to the Administrative Officer the items identified in this application.**

**Administrative Application Plat Requirements**

The proposed subdivision plat printed on 11"x17" paper or larger and the digital copy of the plat prepared and signed by a certified engineer or Land Surveyor showing the proposed subdivision for initial review. *For recording purposes, submit one (1) mylar and three (3) paper copies in 24"x36" at a scale 1" to 50' or larger, and one (1) digital copy of the approved plan (PDF or CAD).* The plat shall contain the following information:

- i. Name of the subdivision;
- ii. Purpose statement, including existing and proposed number of lots;
- iii. Name and address of record owner and surveyor, date of filing, date of survey, north point and scale;
- iv. Names of all abutters as determined from the most recent official tax list;
- v. Sufficient data to determine location, bearing, size, and shape of every lot boundary and setback line, and to reproduce the same upon the ground (all bearings to be referred to a meridian);
- vi. Existing and proposed lines of easements, utilities, including sewerage and natural water channels.
- vii. The location of all existing structures, fences and trees of more than eighteen (18") inches diameter with a note if they were to be remain or be removed;
- viii. The location of monuments;
- ix. Note of any restrictive covenants, if applicable; and
- x. Administrative approval block as on the following graphic, located in the bottom right quarter of the plat.

<b>ADMINISTRATIVE SUBDIVISION APPROVAL</b>
This subdivision is hereby approved in accordance with Rhode Island General Law §45-23-37 and Section I – General Provisions of the Newport Subdivision Regulations this _____ day of _____, 202_
_____ Administrative Officer

<b>Summary of Review Process Timeframe:</b>
<b>15 days</b> to review for completeness
<b>15 days</b> for Administrative Officer decision
If no action is taken within 15 days, the Plan is automatically placed on the Planning Board agenda.
<b>65 days</b> for Planning Board decision
Approval expires after <b>90 days</b> if not recorded in the City's Land Evidence Records.



**7]micZBYk dcfh**

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

Application B

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

Application Fee: \$ 100.00

## Minor Subdivision & Land Development Application

**The undersigned desires to subdivide the property located in the City of Newport, Rhode Island in accordance with the accompanying Plat.**

Proposed Subdivision Name	Project Phase
	PRELIMINARY      FINAL

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 through 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

**Check here if your application requires zoning relief or a special use permit. Please complete Appendix X. Unified Development Review form.**

## Required Items for Minor Subdivision & Land Development

### Minor Subdivision Contents:

#### Preliminary

- One (1) paper (printed on 11"x17" or larger) and one (1) digital (PDF or CAD) copy of record plat prepared by an engineer or a Land Surveyor showing the record plat for initial review;
- Application form;
- Non-refundable fee;
- Project narrative;
- A certificate from the Tax Collector of the City of Newport that all taxes due on the land described in such plat have been paid to date; and
- Written confirmation and/or permits from any additional required federal, state, or local agencies.

#### Final

- One (1) paper and one (1) digital (PDF or CAD) copy of record plat prepared by an engineer or a land surveyor showing the record plat for initial review.
- Application form;
- Non-refundable fee; and
- Record plat generated on Mylar (24"x36") at a scale of 1"=50' or larger.

## Subdivision Details

Parcel	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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Department of Planning & Development

43 Broadway, Newport, RI 02840

Application B

## Instructions for Applicant

**Any applicant requesting approval of a proposed Minor Subdivision or Land Development shall submit to the Administrative Officer the items identified in this application.**

### **Preliminary Application Plat Requirements**

The proposed preliminary plat printed on 11"x17" paper or larger and the digital copy of the plat at no smaller scale than 1" to 100' showing the following:

- i. Name of the subdivision or project;
- ii. Purpose statement, including existing and proposed number of lots;
- iii. Name and address of record owner, subdivider and designer or surveyor, date prepared, north point, graphic, scale, acreage and number of lots;
- iv. Names of all abutters, as determined from the most recent official tax list;
- v. Vicinity map showing the relationship of the subdivision/development parcel(s) of the area within a half-mile radius;
- vi. Existing and proposed lines of streets, ways, boundaries, utilities, easements, lots, and public areas within the plat, with adequate dimensions; a notation as to whether the proposed street extension or creation is to be public or private;
- vii. Proposed location of monuments;
- viii. Proposed land use and existing zoning;
- ix. Proposed system of drainage, dimensions of storm sewers, approximate location of water mains, sanitary sewers and drainage structures;
- x. The location of all existing structures, fences, stone walls, and trees of more than eighteen (18") inches diameter with a note if they were to be remain or be removed;
- xi. Identification of any geologic formations, including boulders, rock outcroppings, cliffs, coastal features, etc.; existing and proposed topography with two-foot contour intervals, elevations based on Newport NAVD 1988 unless otherwise indicated by the Planning Board;
- xii. Profiles of proposed streets with adequate ties to existing streets;
- xiii. Areas within a flood plain as identified in the FEMA Flood Plain Map, if applicable;
- xiv. A sketch map of any remaining part of the subdivider's entire tract shall accompany the plat, showing the location, names, and present widths of adjacent existing streets and the proposed general layout of streets in the entire parcel; and
- xv. A draft of protective covenants, if any, with which the subdivider proposes to regulate and protect the proposed subdivision.
- xvi. References shall include the recording numbers and complete titles of the documents used in preparing the plat.



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

Instructions for Applicant (continued)

Final Submission Plat Requirements

The record plat shall be one or more drawings, clearly and legibly generated on mylar\* no larger than 24" X 36." The drawing(s) shall be at least a scale of 1" to 50', or such scale as the Planning Board or the administrative officer may prescribe as being adequate to show details clearly and shall contain the following information:

- i. Name of the subdivision or project
ii. Purpose statement, including existing and proposed number of lots
iii. North point and scale;
iv. Name and address of record owner, subdivider, designer or surveyor;
v. Existing and proposed lines of streets, ways, lots, easements, utilities, including sewage disposal, natural water channels, public areas; proposed names of new streets shall be shown in pencil until the names have been approved by the Planning Board;
vi. Names and addresses of all abutters as determined from the most recent official tax list;
vii. Existing fences, structures and trees eighteen (18") inches or more in diameter that are to remain;
viii. Sufficient data to determine the location, direction and length of every street and way, lot line and boundary line, and to establish these lines on the ground;
ix. Location of all permanent monuments properly identified as to whether existing or proposed;
x. Location, name and present widths of streets bounding, approaching or within reasonable proximity of the subdivision;
xi. Indication of purpose of easements, if any;
xii. Existing and proposed topography at a suitable contour interval at City datum;
xiii. Profiles on the center line of proposed streets at a horizontal scale of one-inch equals forty feet and a vertical scale of one inch equals four feet or other scales acceptable to the Planning Board; all elevations shall refer to the city datum (NAVD 1988);
xiv. Note of restrictive covenants, if applicable; and
xv. Subdivision approval block as on the following graphic located in the bottom right quarter of the plat.

PLANNING BOARD
MINOR SUBDIVISION
This subdivision is hereby approved in accordance with Rhode Island
General Law §45-23-38 and Section I – General Provisions of the Newport
Subdivision Regulations this \_\_\_ day of \_\_\_, 202\_\_
Planning Board Chair Administrative Officer
Approved for filing this \_\_\_ day of \_\_\_, 202\_\_

\*Mylar plans shall be on polyester film no larger than 24" x 36" or a scale of 1" to 50', single matte with a thickness of 3 mils (.003 inches), and must have opacity so as to allow consistent computer scanning. All plans shall be prepared using a compatible ink with excellent cohesiveness which will produce a permanent bond and result in a plan with long term durability. All signatures must be in black India ink or its equal.



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

### Summary of Application Timeline

<u>Application Type:</u>	<i>Minor with no street creation/extension, which requires no zoning relief or the relief qualifies only as a modification</i>	<i>Minor with street creation/extension and/or Unified Development Review</i>
<u>Application Phase</u>		
<i>Preliminary</i>	<b>15 days</b> to review for completeness*	<b>25 days</b> to review for completeness*
	<b>65 days</b> for Administrative Officer decision	<b>95 days</b> for Planning Board decision. A Public Hearing is held within this timeframe.
<i>Final</i>	<b>15 days</b> to review for completeness	<b>25 days</b> to review for completeness
	<b>25 days</b> for Administrative Officer decision	<b>25 days</b> for Administrative Officer decision
	Approval expires after <b>1 year</b> if not recorded in the City's Land Evidence Records. Approval may be extended if requested by the applicant in writing and approved by the Planning Board.	Approval expires after <b>1 year</b> if not recorded in the City's Land Evidence Records. . Approval may be extended if requested by the applicant in writing and approved by the Planning Board.

\* Applications under this section which require relief which qualifies only as a modification shall proceed by filing an application under this chapter and a request for a modification to the zoning officer. If such modification is granted, the application shall then proceed to be reviewed by the administrative officer pursuant to the applicable requirements of this section. If the modification is denied or an objection is received, such application shall proceed under unified development plan review.





**7]micZBYk dcfh**

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

Application C

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

Application Fee:           \$ 100.00          

## Major Subdivision & Land Development Application

**The undersigned desires to subdivide the property located in the City of Newport, Rhode Island in accordance with the accompanying Plat.**

Proposed Subdivision Name	Project Phase
	<input type="checkbox"/> MASTER <input type="checkbox"/> PRELIMINARY <input type="checkbox"/> FINAL

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 \_\_\_\_\_

**Check here if your application requires zoning relief or a special use permit. Please complete Appendix X. Unified Development Review Form.**

*See required items for Major Subdivision & Land Development Applications on page 2.*



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

**Required Items for Major Subdivision & Land Development**

**Major Subdivision & Land Development Application Contents:**

Pre-Application Conference

Letter/Email requesting pre-application conference; and  
A copy of the Assessor's plat marked to show the boundary of the land the applicant intends to subdivide plus the boundary of the tract in their ownership or under their control.

Master

One (1) paper (printed on 11"x17" or larger) and one (1) digital (pdf or CAD) copy of record plat prepared by an engineer or a land surveyor showing the record plat for initial review;  
Application form;  
Non-refundable fee;  
Written confirmation and/or permits from any additional required federal, state, or local agencies; and  
Note of any restrictive covenants, if applicable.

Preliminary

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Final

One (1) paper and one (1) digital (pdf or CAD) copy of record plat prepared by an engineer or a land surveyor showing the record plat for initial review.  
Application form;  
Non-refundable fee;  
Dedication Form: streets, ways, and public access;  
Performance Bond;  
One (1) paper and one (1) digital (pdf) copy of any restrictive covenants, if any, to regulate and protect the subdivision; and  
Record plat generated on Mylar (24"x36") at a scale of 1"=50' or larger.

## Subdivision Details

Parcel	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.



*7/micZBYk dcfh*

Department of Planning & Development

43 Broadway, Newport, RI 02840

Application C

## Instructions for Applicant

**Any applicant requesting approval of a proposed Major Subdivision or Land Development shall submit to the Administrative Officer the items identified in this application.**

### **Master Plan Application Plat Requirements**

The proposed preliminary plat printed on 11"x17" paper or larger and the digital copy of the plat prepared and signed by a certified engineer or a Land Surveyor showing the proposed subdivision for initial review, showing the following:

- i. Name of the subdivision or project;
- ii. Purpose statement, including existing and proposed number of lots;
- iii. Name and address of record owner and surveyor, date of filing, date of survey, north point and scale;
- iv. Names of all abutters, as determined from the most recent official tax list;
- v. Vicinity map showing the relationship of the subdivision/development parcel(s) of the area within a half-mile radius;
- vi. Sufficient data to determine the location, bearing, size, and shape of every lot, boundary and setback line, and to reproduce the same upon the ground (all bearings to be referred to a meridian);
- vii. Existing easements. Proposed easements may be required if requested by the Administrative Officer.;
- viii. The location of all existing structures, fences, stone walls, and trees of more than eighteen (18") inches diameter with a note if they were to be remain or be removed;
- ix. Identification of any geologic formations, including boulders, rock outcroppings, cliffs, coastal features etc.;
- x. Proposed streets, if any, with accurate areas and dimensions. If proposed, a notation as to whether the proposed street extension or creation is to be public or private;
- xi. Areas within a flood plain as identified in the FEMA Flood Plain Map, if applicable;
- xii. Written confirmation and/or permits from any additional required federal, state or local agencies;
- xiii. Note of any protective covenants, if applicable
- xiv. For land development projects, proposed structures and other site improvements with dimensions or area with proposed use and lot coverage;
- xv. For land development projects, notation of proposed stormwater management type; and
- xvi. For land development projects, proposed landscaped areas.



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

Application C

## Instructions for Applicant (continued)

### **Preliminary Application Plat Requirements**

The proposed preliminary plat printed on 11"x17" paper or larger and the digital copy of the plat at no smaller scale than 1" to 100' showing the following:

- i. Name of the subdivision or project;
- ii. Purpose statement, including existing and proposed number of lots;
- iii. Name and address of record owner, subdivider and designer or surveyor, date prepared, north point, graphic, scale, acreage and number of lots;
- iv. Names of all abutters, as determined from the most recent official tax list;
- v. Vicinity map showing the relationship of the subdivision/development parcel(s) of the area within a half-mile radius;
- vi. Existing and proposed lines of streets, ways, boundaries, utilities, easements, lots, and public areas within the plat, with adequate dimensions; a notation as to whether the proposed street extension or creation is to be public or private;
- vii. Proposed location of monuments;
- viii. Proposed land use and existing zoning;
- ix. Proposed system of drainage, dimensions of storm sewers, approximate location of water mains, sanitary sewers and drainage structures;
- x. The location of all existing structures, fences, stone walls, and trees of more than eighteen (18") inches diameter with a note if they were to be remain or be removed;
- xi. Identification of any geologic formations, including boulders, rock outcroppings, cliffs, coastal features, etc.; existing and proposed topography with two-foot contour intervals, elevations based on Newport NAVD 1988 unless otherwise indicated by the Planning Board;
- xii. Profiles of proposed streets with adequate ties to existing streets;
- xiii. Areas within a flood plain as identified in the FEMA Flood Plain Map, if applicable;
- xiv. A sketch map of any remaining part of the subdivider's entire tract shall accompany the plat, showing the location, names, and present widths of adjacent existing streets and the proposed general layout of streets in the entire parcel; and
- xv. A draft of protective covenants, if any, with which the subdivider proposes to regulate and protect the proposed subdivision.
- xvi. A landscape plan showing all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on streets rights-of-way, and within common areas, with landscaping installation details and related notations;
- xvii. Vehicular, bicycle, and pedestrian circulation diagrams;
- xviii. References shall include the recording numbers and complete titles of the documents used in preparing the plat.





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Department of Planning & Development

43 Broadway, Newport, RI 02840

## Summary of Review Process Timeline

<u>Application Phase</u>	<u>Timeline</u>
<i>Pre-Application</i>	One or more pre-application meetings shall be held for all major subdivision applications.
<i>Master Plan</i>	<b>25 days</b> to review for completeness*
	Technical Review Committee review
	<b>90 days</b> for Planning Board decision. A Public Hearing is held within this timeframe.
<i>Preliminary</i>	<b>25 days</b> to review for completeness
	Technical Review Committee review
	<b>90 days</b> for Planning Board decision.
<i>Final</i>	<b>15 days</b> to review for completeness
	<b>45 days</b> for Administrative Officer decision
	Approval expires after <b>1 year</b> if not recorded in the City's Land Evidence Records. Approval may be extended if requested by the applicant in writing and approved by the Planning Board.

\* Applications under this section which require relief which qualifies only as a modification shall proceed by filing an application under this chapter and a request for a modification to the zoning officer. If such modification is granted, the application shall then proceed to be reviewed by the administrative officer pursuant to the applicable requirements of this section. If the modification is denied or an objection is received, such application shall proceed under unified development plan review.



**7]micZBYk dcfh**

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

Lot	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.



**DPR 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.



**City of Newport**

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

**Unified Development Review Form**

**Complete this form if your project requires a dimensional variance or a special use permit.**

Project Name: \_\_\_\_\_

Is this a new or amended request for zoning relief?            New            Amended

If amended, please include a description of the proposed changes to previously granted zoning relief in the summary section on page 2.

**Zoning Characteristics Matrix**

	Existing	Required/ Allowed	Proposed – Parcel A	Proposed – Parcel B	Proposed – Parcel C
Lot Size (sq. ft.)					
Lot Frontage (sq. ft.)					
Coverage Area (sq. ft.)					
Lot Coverage (%)					
Dwelling Units					
Parking (# of spaces)					
Front Setback (ft.)					
Side Setbacks (ft.)					
Rear Setback (ft.)					

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



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Department of Planning & Development

43 Broadway, Newport, RI 02840

Appendix X

## Unified Development Review Form

All of the following information and questions must be filled in and answered completely.

Present use of Premise: \_\_\_\_\_

Proposed use of Premise: \_\_\_\_\_

### Summary of Requested Zoning Relief



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Department of Planning & Development

43 Broadway, Newport, RI 02840

Appendix X

## Unified Development Review Form

### **Applicant Statement**

How does your application meet the required standards for variance(s) or special use permit(s)?  
*(See page 4 for applicable standards)*



## Unified Development Review Form

### Required Standards for Approval of Variances and Special Use Permits

#### Variances

1. That the hardship from which the applicant seeks relief is due to the unique characteristics of the subject land or structure and not to the general characteristics of the surrounding area; and is not due to a physical or economic disability of the applicant, excepting those physical disabilities addressed in RIGL §45-34-30(a)(16).
2. That the hardship is not the result of any prior action of the applicant.
3. That the granting of the requested variance will not alter the general character of the surrounding area or impair the intent or purpose of the zoning ordinance or the comprehensive plan upon which the ordinance is based.
4. In granting a use variance the subject land or structure cannot yield any beneficial use if it is required to conform to the provisions of the zoning ordinance. Nonconforming use of neighboring lands or structures in the same district and permitted use of lands or structures in an adjacent district shall not be considered in granting a use variance.
5. In granting a dimensional variance, that the hardship suffered by the owner of the subject property if the dimensional variance is not granted amounts to more than a mere inconvenience, meaning that relief sought is minimal to a reasonable enjoyment of the permitted use to which the property is proposed to be devoted. The fact that a use may be more profitable or that a structure may be more valuable after the relief is granted shall not be grounds for relief. The zoning board of review, or planning board where unified development review is enabled shall have the power to grant dimensional variances where the use is permitted by a special use permit.

*Reference: Newport Municipal Code Chapter 17.108 Variances*

#### Special Use Permit

1. The applicable required standards for special use permits (SUPs) are determined by the SUP Category that the use is classified as in the Table of Permitted Uses in *Newport Municipal Code Chapter 17.14.020 Permitted Uses*.
2. Once the SUP category number has been determined, please see the applicable required standards in *Newport Municipal Code Chapters 17.109.020. A-E Special Use Permits, Categories 1-6*.



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Department of Planning & Development

43 Broadway, Newport, RI 02840

Appendix Y

**Dedication Form: Streets, Ways, and Public Areas**

The undersigned owner(s) of the land described herein do(es) adopt the Plat of subdivision attached hereto or referred to herein, and do(es) hereby dedicate the streets, ways, parks, and reserved areas as shown thereon to public use.

**Insert description sufficient to identify:**

And the undersigned do(es) hereby for themself(ves) and their heirs, representatives, successors and assigns, release the City of Newport of and from all claims for damages in case said ways or any of them are ever taken as and for public ways by said City of Newport, or if said reserved areas are public ways by said City of Newport, or if said reserved areas are ever so taken for any municipal use and agree upon request of said City to execute and deliver any paper necessary or proper to establish such public ways or public lands.

There are no claims against said property upon which any suits have been brought, leases, liens, contract claims, encumbrances, or trusts known to the undersigned affecting said property shown in said Plat, (except as follows):

The instrument is intended to be a sealed instrument. Any persons known to the undersigned as interested in said property, other than the undersigned, have indicated their assent to said Plat of Subdivision and this dedication.

IN WITNESS WHEREOF (if individuals) we (I) have hereunto set our (my) hand(s) and seal(s) (or if a corporation) a corporation duly organized under the laws of the State of \_\_\_\_\_ has caused its corporate seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by \_\_\_\_\_ hereto authorized this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

If individual owners, both parties must sign.

Signature of Owner: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

**Attach Subdivision Plat**



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

Appendix Y

**Dedication Form: Streets, Ways, and Public Areas (continued)**

The undersigned assent to the Plat of Subdivision above referenced to:

\_\_\_\_\_

\_\_\_\_\_  
(to be used for individual  
owners) STATE OF RHODE  
ISLAND NEWPORT, SC.

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

Then personally appeared \_\_\_\_\_ and  
Acknowledged the foregoing instrument to be his or her free act and deed before me:

\_\_\_\_\_  
Notary Public  
My Commission Expires:

If Corporate  
Owner: (corporate  
seal)

By: \_\_\_\_\_  
Title

The undersigned assent to the Plat of Subdivision above referred to:

\_\_\_\_\_

\_\_\_\_\_  
(to be used for corporate  
owners) STATE OF RHODE  
ISLAND NEWPORT, SC.

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

Then personally appeared the above named and acknowledged the foregoing  
instrument to be his or her free act and deed of \_\_\_\_\_ before me:

\_\_\_\_\_  
Notary Public  
My Commission Expires: