

Checklist for Comprehensive Permit Applications

Name of Application: _____

Twelve (12) Copies of application materials for Technical Review Committee, Town review

Twelve (12) Copies for Planning Board meeting, after TRC completes its review

1. _____ Completed application form
2. _____ Letter of eligibility issued by the Rhode Island Housing Mortgage Finance Corporation in accordance with R.I.G.L. § 42-55-5.3(a), or, in the case of projects primarily funded by the U.S. Department of Housing and Urban Development or other state or federal agency, an award letter indicating the subsidy, or an application in such form as may be prescribed for a municipal government subsidy.
3. _____ Color photograph or legible color copy (eight-by-ten inch required) of existing building and/or site.
4. _____ A written request to the local review board to submit a single application to build or rehabilitate low- or moderate-income housing in lieu of separate applications to the applicable local boards. The written request shall identify the specific sections and provisions of applicable local ordinances and regulations from which the applicant is seeking relief.
5. _____ A proposed timetable for the commencement of construction and completion of the project
6. _____ A sample land lease or deed restriction with affordability liens that will restrict use as low- and moderate-income housing in conformance with the guidelines of the agency providing the subsidy for the low- and moderate-income housing, but for a period of not less than 30 years; and,
7. _____ Identification of an approved entity that will monitor the long-term affordability of the low- and moderate-income units.
8. _____ Financial pro-forma for the proposed development.
9. _____ Four (4) copies – list of property owners within 200 feet of property and/or all property owners and entities which require notice under Section 45-24-53 R.I.G.L.

Additional Required Materials

In addition to the items above, submission requirements shall include the following items based on the classification of the application as determined by the Administrative Officer:

Application Type

- (1) For applications seeking relief from specific provisions of the Zoning Ordinance or other ordinances and regulations and not involving a subdivision, those items ordinarily required by those ordinances or regulations, including, but not limited to, those items on a checklist for development plan review, with the exception of evidence of state or federal permits. The applicant shall provide proof of application for all required state and federal permits at the time of submission. All required state and federal permits must be obtained prior to recording of the approved plan and/or the issuance of a building permit.
- (2) For applications which include an administrative subdivision, those items on the checklist for an administrative subdivision, with the exception of evidence of state or federal permits. The applicant shall provide proof of application for all required state and federal permits at the time of submission. All required state and federal permits must be obtained prior to recording of the approved plan.
- (3) For applications which include a minor land development or minor subdivision, those items on the preliminary plan checklist, with the exception of evidence of state or federal permits. Subsequent to preliminary plan approval, the applicant must submit, as part of an application, those items included in the checklist for a final plan, with the exception of evidence of state or federal permits. The applicant shall provide proof of application for all required state and federal permits at the time of each application submission. All required state and federal permits must be obtained prior to the final plan approval.
- (4) An application involving a major land development or major subdivision, shall include those items on the checklist for a master plan submission. Subsequent to master plan approval, the applicant must submit, as part of an application, those items included in the checklist for a preliminary plan, with the exception of evidence of state or federal permits. The applicant shall provide proof of application for all required state and federal permits at the time of each application submission. All required state and federal permits must be obtained prior to the final plan approval.

Additional Documentation

Notwithstanding the submission requirements set forth above, the local review board may request additional, reasonable documentation throughout the public hearing, including, but not limited to, opinions of experts, credible evidence of application for necessary federal and/or state permits, statements and advice from other local boards and officials.

Application fees

The fee for a comprehensive permit application shall be based on its classification.

- (1) For an application seeking relief from provisions of the Zoning Ordinance or other ordinances and regulations and/or classified as an administrative subdivision, the application fee shall be the same as for an administrative subdivision.

Fee: \$125

- (2) For an application classified as a minor land development or minor subdivision the preliminary plan application and final plan application fee shall be the same as for a conventional application.

Fees: Pre-application meeting: \$100

Preliminary Plan:	\$125 per lot with no street extension or creation \$200 per lot with street extension or creation
Final Plan:	\$50 per lot with no street extension or creation \$100 per lot with street extension or creation

- (3) For a major land development or major subdivision, the master plan, preliminary plan and final plan application fee shall be the same as for a conventional application.

Fees: Pre-application meeting: \$200

Master Plan:	\$200 per lot or unit
Preliminary Plan:	\$100 per lot or unit
Final Plan:	\$50 per lot or unit

Applicable Fees: _____

