



Town of Coventry - Subdivision and Land Development Regulations

Submission Requirements: Administrative Subdivision

1. An applicant wishing to obtain an approval for an administrative subdivision may wish to contact the Administrative Officer to arrange a meeting with the Planning Department and other applicable Town staff to determine if the project is feasible (before filing an application).
2. The applicant shall complete an application for the Administrative Subdivision.
2. Any submission of materials to the Administrative Officer must be accompanied by a cover letter or letter of transmittal indicating the date, the materials being submitted and the requested action. No materials shall be accepted by the Administrative Officer without said cover letter.
3. Organized submissions in the form of a binder are preferred, but not required. While applicants will not be penalized for submitting a disorganized application package, organized submissions are easier to read thus ensuring a more timely review by the Planning Department.
4. Complete an "Application Request for Certification of Completeness" form on **BLUE** paper. All owners of all pieces of property are required to sign the form.
5. Have a site plan prepared. Plans shall include a certification that all plans and improvements conform to all existing and amended standards of the State of Rhode Island and Providence Plantations, Board of Registration for Professional Engineers and Board of Registration of Land Surveyors. All subdivision plans must be created by a professional land surveyor registered in the State of Rhode Island. The plans must include all elements listed in the corresponding checklist. Any checklist items deemed inapplicable by the applicant must be rationalized in full detail.
6. A comprehensive narrative report shall accompany the subdivision application. Said report shall describe the proposal in its entirety. Said narrative report shall also include a full description of any variances, special permits, waivers, other approvals and/or agreements.
7. Once the application is complete, the applicant shall submit the package to the Administrative Officer at the Department of Planning and Development.
8. A \$100 filing fee shall be included as part of the application package that is handed to the administrative officer of the Department of Planning and Development. The fee is not required for original property surveys.
9. Should you have any questions or require any further information regarding this process, please refer to the Town of Coventry's Subdivision and Land Development Regulations and Zoning Ordinance. You may also contact the Planning Department directly at (401)-822-9181.

Required Number of Plan/Document Copies for Preapplication, Master Plan and Preliminary Stages:

The following numbers of copies are required upon submission of an application to the Administrative Officer:

1. 3 copies of full sized plans
2. 2 project narratives

The following numbers of copies are required upon issuance of a Certificate of Completeness:

1. 2 copies of full sized plans
2. 1 mylar no larger than 16'x28'

Notes:

1. Digital copies of the plans must be submitted on a CD in Arc View or AutoCAD format (Arc View preferred) and in PDF format.
2. Plan scales shall be 1" to 40' but may be modified with permission from the Administrative Officer. The scale of all plans shall be sufficient to clearly show all of the information required.
3. All plans shall be submitted by the applicant to the Administrative Officer of Town of Coventry's Department of Planning and Development.
4. Each full-sized plan sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required.
5. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).
6. Plans shall include a certification that all plans and improvements conform to all existing and amended standards of the State of Rhode Island and Providence Plantations, Board of Registration for Professional Engineers and Board of Registration of Land Surveyors

Additional Notes:

Please note: At the Planning Director's or the Planning Commission's discretion, inclusion of information irrelevant to a particular application may be waived. However, additional information, as required by the Planning Director or the Planning Commission may be requested.

If an application package is missing any pertinent information for which there is no credible explanation, the applicant will receive a letter from the Administrative officer indicating the deficiencies of the application. The application will not be certified complete at that time.

Once an application package is deemed complete by the Administrative Officer, a Certificate of Completeness will be issued in writing in accordance with the applicable provisions of the Subdivision and Land Development Regulations. Administrative Subdivisions can be approved or denied by the Administrative Officer or referred to the Planning Commission for approval. Only after a Certificate of Completeness is issued can a matter be approved by the Administrative officer or be placed on the next available agenda of the Planning Commission.

Please refer to Article V – PROCEDURE FOR REVIEW AND APPROVAL OF PLATS AND PLANS of the Town of Coventry's Subdivision and Land Development Regulations for further details regarding filing procedures.