



Town of Coventry - Subdivision and Land Development Regulations

Submission Requirements: Development Plan Review

1. An applicant wishing to obtain Development Plan Review approval shall first contact the Administrative Officer to arrange a meeting with the Planning Department and other applicable Town staff to determine if The Development Plan Review process is applicable to there project and if a pre-application stage is required. Projects that will be subject to Development Plan Review and approval by the Planning Commission or the Director of Planning & Development include:
 - a) any residential project not requiring subdivision approval that exceeds (6) dwelling units;
 - b) construction or expansion of any commercial development;
 - c) construction or expansion of any industrial development;
 - d) any mill conversion project.

It will be assumed that all Development Plan Review applications will be approved by the Planning Commission unless it is specifically stated by the Planning Director that the public hearing will be waived and the application will be reviewed administratively.

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 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 narrative report shall accompany the Development Plan application. Said report shall describe the proposal in its entirety making mention of all items and structures to be added or removed from the property as well as all alterations to the land itself. 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. The appropriate 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.

Fees:

Development Plan Review:

- Up to 15,000 sq/ft under development: \$ 150
- 15,000 sq/ft to 1 acre under development: \$350
- Each additional acre under development: \$100

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:

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

1. 3 copies of 24"x36" plans
2. 2 copies of the completed application
3. 2 copies of plans reduced to 11"x17"
4. 2 project narratives
5. 1 fiscal impact statement (if applicable)
6. 1 copy of a drainage report (if applicable)
7. 1 copy of a soil erosion and sedimentation control plan as required by the Town of Coventry Code of Ordinances (Article III)

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

1. 2 copies of 24"x36" plans
2. 10 copies of plans reduced to 11"x17"
3. 10 copies of the complete application
4. 10 copies of a project narrative report
5. 11 fiscal impact statements (if applicable)
6. 1 additional copy of the drainage report (if applicable)
7. 1 additional copy of the soil erosion and sedimentation control plan

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

General Notes:

Please note: At the Planning Director or the Planning Commissions 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 Coventry Zoning Ordinance Article 16 Section 1630.