

**TOWN OF WESTERLY -- PLANNING BOARD  
DEVELOPMENT PLAN REVIEW  
APPLICATION**

All uses, other than single-family and two-family residential dwellings and uses accessory thereto, shall be in conformance with 260-45 of the Zoning Ordinance requiring Development Plan Review by the Planning Board unless otherwise exempt.

Check One: <input type="checkbox"/> Commercial Development Plan <input type="checkbox"/> Institutional Development Plan		
<input type="checkbox"/> Residential Development Plan	<input type="checkbox"/> Mixed Use Development Plan	
Date Submitted: _____ Fee Paid: _____ Date Approved: _____		
I hereby certify that the submitted application contains all of the information required by Section 260-45 of the Zoning Ordinance for Development Plan Review and is deemed complete for purposes of commencing Planning Board review pursuant to R.I.G.L. 45-24-49 and Section 260-45.		
_____ Town Planner / Administrative Officer		

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

Project Description: \_\_\_\_\_

Assessor's Plat: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_

Overlay District \_\_\_\_\_ SAMP \_\_\_\_\_

E-911 Street Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Surveyor's Name: \_\_\_\_\_

Surveyor's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Engineer's Name: \_\_\_\_\_

Engineer's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Represented by: \_\_\_\_\_

Representative's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner's Certification:

I hereby certify that I have authorized the above-listed representatives to act on my behalf, and to prepare all required documentation in support of this Application; that such documentation is in accordance with the *Westerly Zoning Ordinance* and *Westerly Land Development & Subdivision Regulations*; and that such documentation is true, accurate and complete to the best of my knowledge.

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

\_\_\_\_\_  
Date

Other Required Permits & Applications (Check all that apply):

- Special Use Permit  
 (Westerly Zoning Board)
 Date Submitted: \_\_\_\_\_  
Date Approved: \_\_\_\_\_
  
- Land Disturbance Permit  
 (Westerly Code §224-8)
 Date Submitted: \_\_\_\_\_  
Date Approved: \_\_\_\_\_
  
- Stormwater Management Plan  
 (Westerly Code §224-10)
 Date Submitted: \_\_\_\_\_  
Date Approved: \_\_\_\_\_
  
- Stormwater Management  
 Maintenance Agreement  
 (Westerly Code §224-16)
 Date Submitted: \_\_\_\_\_  
Date Approved: \_\_\_\_\_
  
- RIDEM – RIPDES Permit
 Date Submitted: \_\_\_\_\_  
Date Approved: \_\_\_\_\_
  
- RIDEM Freshwater  
 Wetlands Permit
 Date Submitted: \_\_\_\_\_
  
- RIDEM Freshwater  
 Wetlands – Copy of Approved Plans
 Date Approved: \_\_\_\_\_
  
- RIDEM On-Site Wastewater  
 Treatment System (OWTS)
 Date Submitted: \_\_\_\_\_
  
- RIDEM (OWTS) Copy of Approved Plans
 Date Approved: \_\_\_\_\_
  
- RIDOT Physical Alteration Permit
 Date Submitted: \_\_\_\_\_
  
- RIDOT Physical Alteration Permit  
 Copy of Approval and Comments
 Date Approved: \_\_\_\_\_
  
- CRMC Preliminary Determination  
 Copy of Approval and Comments
 Date Submitted: \_\_\_\_\_  
Date Approved: \_\_\_\_\_
  
- RIDOH Hydraulic Mapping for  
 Sites requiring blasting
 Date Submitted: \_\_\_\_\_
  
- RIDOH Copy of Comments  
 Pre-Blast Survey Results\*
 Date Submitted: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_
  
- For projects located within FAA Part 77 Surfaces for Westerly Airport, an FAA  
 approved 7460 application, or letter from RIAC that such approval is not needed.
 Date Submitted: \_\_\_\_\_
  
- Other (Specify): \_\_\_\_\_
 Date Submitted: \_\_\_\_\_

**APPLICATION SUBMISSION REQUIREMENTS  
DEVELOPMENT PLAN REVIEW**

References: R.I.G.L. 45-24-59 & 45-23-50;  
*Westerly Zoning Ordinance*, Section 260-45 (Development Plan Review)

A major development plan shall mean a development which, in the opinion of the Zoning Official or Administrative Officer, by its nature or scale and intensity of use significantly impacts the Town's public services and facilities and/or requires particular attention to traffic -or- which may have significant negative impacts on abutting property or property in the vicinity of the proposed development. Such major developments shall include, but are not necessarily limited to plans creating additional dwelling units, containing a mix of residential and commercial uses, and substantial changes to a nonconforming use or structure. Any development proposal not determined to be a major development plan shall be defined as a minor development plan.

**Submission A. Pre-Application & Concept Plan Review** – This stage of development plan review is at the election of the applicant and is the stage at which proposals are discussed informally and receive comments and direction from municipal officials and the Planning Board. Applicants are encouraged to apply for pre-application & concept plan review early in the design process. Pre-application review is an appropriate time to determine whether a development proposal is a major or minor development plan and allows more efficient review and approval of the proposal in later stages.

**Submission B. Master Plan Review** -- The first stage of major development plan review, consisting of an overall plan outlining general, rather than detailed development intentions. This stage of review shall be a prerequisite to an application requiring variance, special permit or Zoning Ordinance amendment.

**Submission C. Preliminary Plan Review** -- The second stage of major development plan review and the first stage of a minor development plan review, preliminary plan includes but is not be limited to: engineering plans depicting existing site conditions, engineering plans depicting the proposed development project, a property line survey, all permits required by State or Federal agencies prior to commencement of construction, including permits related to freshwater wetlands, the coastal zone, floodplain, preliminary suitability for ISDS, public water systems, and connections to State roads. This is the stage when final written comments and/or approvals are received from reviewing agencies. This stage of review will typically follow approval of a variance, special permit or Zoning Ordinance amendment.

Note: The Planning Board, at its discretion, may vote to combine review stages and application fees, and to modify and/or waive requirements as specified in Section A261-22. Review stages may be combined only after the Planning Board determines that all necessary requirements have been met by the applicant.

	<b>Application Fee</b>
Pre-Application & Concept Review	\$100
Master Plan	\$250 + \$20 per Unit
Preliminary Plan	\$500 + \$20 per Unit
Final Plan	\$250 + \$20 per Unit

For properties subject to Development Plan Review, the standards contained in Section 260-45F of the Zoning Ordinance shall be required. Twelve (12) copies of plans shall be submitted. All plans shall be prepared and certified by a RI Professional Land Surveyor and/or Professional Engineer.

An application for development plan approval, in addition to any information which the Town Planner or the Planning Board may require, shall include the following:

1. Owner/developer. Names and addresses of the owner(s) of the property; the applicant/developer, if different; and preparer of the plans; tax plat and lot number(s) and project name if any.
2. Other properties affected. A list of the names and addresses of all property owners within 200 feet of all property lines of the subject property.
3. Composite site plan. The composite site plan shall be prepared by a registered engineer or land surveyor, stamped and dated, and shall meet all of the following requirements pertinent to the subject project:
  - a. Plans of a scale of one inch to 40 feet or larger with a cover sheet drawn to suitable scales showing the entire site and indicating match lines for each page of the plan.
  - b. A vicinity map which indicates the location of the site in relation to the immediate surrounding area.
  - c. Names of property owners adjacent to and immediately across any adjacent street from the subject property. Approximate location and notation of the nature of adjacent buildings and land uses. Names of any adjacent public and private streets. All existing or proposed easements, rights-of-way, or proposed open space areas.
  - d. Proposed and existing structures, including footprints of foundations, porches, decks, with dimensions to property lines from structures and overall building dimensions, including building heights.
  - e. All street lines, lot lines, driveways, setback lines, proposed parking areas, including arrangement and dimensions of parking spaces and drive aisles as well as existing and proposed points of ingress/egress.
  - f. Identification of any wetland located on the site and flood hazard information, if applicable, and any coastal features as defined by the Rhode Island Department of Environmental Management, DEM regulations and CRMC preliminary determinations; buffer zones and building setbacks from buffer zones as required by CRMC preliminary engineering and biological reports.
  - g. If the building is in a Historic District, the recommendations of the Rhode Island Historic Preservation Commission.
  - h. Existing and proposed sewers, water mains, culverts, and other underground facilities, indicating pipe sizes, grades, manholes, and location, both on site and off site.
  - i. Existing and proposed stormwater drainage system.
  - j. Location and type of lighting.
  - k. Location and dimensions of pedestrian entrances, exits, and walkways.
  - l. Location of any proposed signs.

- m. Location of proposed dumpster pad.
  - n. Phasing of construction if the project is to be constructed in phases.
  - o. Existing and proposed grades shown at two-foot intervals.
  - p. Benchmarks that can be used in the field to verify conditions.
4. Utility plan. Written and drawn plan indicating how all utility needs will be met and accompanied by letters from utilities confirming that necessary hookups can be made.
  5. Coordinate agency review. Letters from the Police Chief, Fire Chief, and Public Utilities Director and Town Engineer stating that they have reviewed the plans and including any recommendations or comments they may have.
  6. Additional information. Any additional information deemed necessary by the reviewing official or Board for adequate review of the proposed project. This may include:
    - a. Architectural plans. Plans, sections, and/or elevations of any proposed buildings.
    - b. Water/wastewater analysis. Information and analysis prepared by a registered or licensed professional regarding projected average daily water consumption for potable and non-potable purposes, projected average daily wastewater flow, frequency and duration of peak usage of water and sewer facilities, effluent characteristics, water pressure.
    - c. Traffic impact analysis. Information and analysis prepared by a registered or licensed professional regarding existing roadway capacity and traffic counts; projected average daily vehicle trips and peak hour trips generated by the proposed project.
    - d. Natural conditions analysis. A natural conditions analysis of the site prepared by a registered or licensed professional indicating the soil, geologic, hydrologic, and vegetative conditions of the site. For projects within CRMC jurisdiction, CRMC preliminary engineering and biological reports reflecting site inspection data may be required if such reports are obtainable.
    - e. Landscape plan. A landscape plan prepared by a registered landscape architect at a scale of one inch to 20 feet showing the relations of structures to topography, existing and proposed planting and grading.
    - f. Open space management plan. An open space plan showing agricultural, recreational and conservation uses of the site together with a management plan detailing how all common or public lands will be maintained, used, and managed.
    - g. Analysis of toxic or hazardous use impacts. Information and analysis by a registered or licensed professional regarding use, containment, and disposal of toxic or hazardous materials to be used or stored on the site.