

2020 PLANNING APPLICATION PROCESS SCHEDULE

FOR NEW SINGLE OR COMBINED REVIEW STAGE ONLY

MEETING DATE PLANNING BOARD CONFIRMED DATE	MEETING DATE ARCHITECTURAL REVIEW BOARD CONFIRMED DATE	ADMINISTRATION SUBMISSION DEADLINE CONFIRMED DATE	ADMINISTRATION COMPLETENESS CERTIFICATION PROJECTED DATES	ADMINISTRATION STAFF RECOMMENDATION ISSUED PROJECTED DATES
JANUARY 21	JANUARY 9	DECEMBER 12	DECEMBER 19	JANUARY 14
FEBRUARY 18	FEBRUARY 6	JANUARY 9	JANUARY 23	FEBRUARY 11
MARCH 17	MARCH 5	FEBRUARY 6	FEBRUARY 20	MARCH 10
APRIL 21	APRIL 2	MARCH 5	MARCH 14	APRIL 14
MAY 19	MAY 7	APRIL 9	APRIL 22	MAY 12
JUNE 16	JUNE 4	MAY 7	MAY 17	JUNE 9
JULY 21	JULY 2	JUNE 4	JUNE 19	JULY 14
AUGUST 18	AUGUST 6	JULY 9	JULY 23	AUGUST 11
SEPTEMBER 15	SEPTEMBER 3	AUGUST 6	AUGUST 21	SEPTEMBER 8
OCTOBER 20	OCTOBER 1	SEPTEMBER 3	SEPTEMBER 18	OCTOBER 13
NOVEMBER 17	NOVEMBER 5	OCTOBER 8	OCTOBER 22	NOVEMBER 10
DECEMBER 15	DECEMBER 3	NOVEMBER 5	NOVEMBER 19	DECEMBER 8

NOTES	NOTES	NOTES	NOTES	NOTES
The Planning Board meets regularly on the third Tuesday of each month at 7:00 PM ET in the Council Chambers of Westerly Town Hall (45 Broad Street, Westerly, RI) unless the meeting agenda states otherwise.	The Architectural Review Board (ARB) meets regularly on the first Thursday of each month at 4:00 PM ET in the Council Chambers of Westerly Town Hall (45 Broad Street, Westerly, RI) unless the meeting agenda states otherwise. Architectural review can take place at either the Master Plan or Preliminary Plan review stage of a planning application.	A planning application may not meet the submission deadline if it is incomplete at the time of submission. All submissions are due at 1:00 PM ET and must be in hard copy. Incompleteness will be determined if: <ul style="list-style-type: none"> the application does not address all checklist items of the relevant review stage(s); and/or additional or substituting material not requested by the Administrative Officer is submitted after the deadline. 	Pursuant to State law and/or municipal regulation, the shortest timeframe the Administrative Officer must certify an application complete or incomplete is 15 calendar days. Depending upon the scope and complexity of the application, additional, legally-permitted time may be required.	Pursuant to the <i>Rules and Procedures of the Westerly Planning Board</i> , all materials to be discussed and reviewed at a regular Planning Board meeting must be submitted to the Board members no less than seven (7) calendar days prior to said meeting. Pursuant to Westerly Code §5-62(E) , the Architectural Review Board must submit its written advisories to the Planning Board not less than ten (10) calendar days prior to the regular Planning Board meeting.

WHAT IS A...

MINOR LAND DEVELOPMENT/SUBDIVISION?

- A subdivision of land yielding ≤5 new units/lots that doesn't require waivers or modifications as specified in [RIGL §45-23-62](#) or [Westerly Code §A261-22](#)
- A residential project that doesn't require waivers or modifications as specified in [RIGL §45-23-62](#) or [Westerly Code §A261-22](#)

MAJOR LAND DEVELOPMENT/SUBDIVISION?

- A subdivision of land yielding ≤5 new units/lot that requires waivers or modifications as specified in [RIGL §45-23-62](#) or [Westerly Code §A261-22](#)
- A subdivision of land yielding 6+ new units/lots
- A non-residential project
- A residential project that requires waivers or modifications as specified in [RIGL §45-23-62](#) or [Westerly Code §A261-22](#)

MINOR DEVELOPMENT PLAN REVIEW?

- A project significantly impacting public services and facilities by nature or scale and intensity of use
- A project involving a use other than single-family and two-family residential (and uses accessory thereto)
- A change of use of any structure or land which involve site improvements physically altering the land
- A project not requiring a Special Use Permit, variance, nor any other relief from the [Zoning Ordinance \(Westerly Code Chapter 260\)](#)

MAJOR DEVELOPMENT PLAN REVIEW?

- A project significantly impacting public services and facilities by nature or scale and intensity of use
- A project involving a use other than single-family and two-family residential (and uses accessory thereto)
- A change of use of any structure or land which involve site improvements physically altering the land
- A project requiring a Special Use Permit, variance, and/or other relief from the [Zoning Ordinance \(Westerly Code Chapter 260\)](#)

WHAT APPLICATIONS ARE REQUIRED FOR MY PROJECT?

		REVIEW STAGES				PUBLIC NOTICES	
		Pre-App/Concept Plan	Master Plan	Prelim Plan	Final Plan	Public Info Meeting	Public Hearing
MINOR	Development Plan Review	Voluntary		Required	Required		
	Land Development (No Street Creation/Extension)	Voluntary		Required	Required		
	Land Development (Street Creation/Extension)	Voluntary		Required	Required		Required
	Subdivision (No Street Creation/Extension)	Voluntary		Required	Required		
MAJOR	Subdivision (Street Creation/Extension)	Voluntary		Required	Required		Required
	Development Plan Review	Voluntary	Required	Required	Required		
	Land Development	Required	Required	Required	Required	Required	Required
	Subdivision	Required	Required	Required	Required	Required	Required

