

2021 PLANNING APPLICATION PROCESS SCHEDULE

All Planning Applications at each REVIEW STAGE

SUBMISSION DEADLINES ALL APPLICATIONS	MEETING DATES		
	ARCHITECTURAL REVIEW BOARD	PLANNING BOARD	ECONOMIC DEVELOPMENT COMMISSION
DECEMBER 2, 2020	JANUARY 7	JANUARY 19	JANUARY 20
DECEMBER 30, 2020	FEBRUARY 4	FEBRUARY 16	FEBRUARY 17
JANUARY 27	MARCH 4	MARCH 16	MARCH 17
FEBRUARY 24	APRIL 1	APRIL 20	APRIL 21
MARCH 24	MAY 6	MAY 18	MAY 19
APRIL 28	JUNE 3	JUNE 15	JUNE 16
MAY 26	JULY 8*	JULY 20	JULY 21
JUNE 30	AUGUST 5	AUGUST 17	AUGUST 18
JULY 28	SEPTEMBER 2	SEPTEMBER 21	SEPTEMBER 15
AUGUST 25	OCTOBER 7	OCTOBER 19	OCTOBER 20
SEPTEMBER 30	NOVEMBER 4	NOVEMBER 16	NOVEMBER 17
OCTOBER 27	DECEMBER 2	DECEMBER 21	DECEMBER 15
NOTES	NOTES		
All submissions must be received by 1:00 PM ET on the Submission Deadline. All items must be submitted electronically with one (1) paper copy submitted to the Administrative Officer. All submissions must be made in strict conformance with the application procedures adopted by the Planning Board. The Submission Deadline may be extended by the Board Chair or Administrative Officer.	The Architectural Review Board (ARB) meets regularly on the first Thursday of each month at 4:00 PM ET in the Development Services Conference Room (45 Broad Street, Westerly, RI) unless the meeting agenda states otherwise. *Dates moved to avoid Holiday.	The Planning Board meets regularly on the third Tuesday of each month at 6:00 PM ET in the Council Chambers of Westerly Town Hall (45 Broad Street, Westerly, RI) unless the meeting agenda states otherwise.	The Economic Development Commission meets regularly on the third Wednesday of each month at 4:00 PM ET in the Development Services Conference Room (45 Broad Street, Westerly, RI) unless the meeting agenda states otherwise.



WHAT IS A...

SUBDIVISION? (Westerly Code Section A261)

- The division or redivision of a lot, tract or parcel of land into two or more lots, tracts, or parcels. Any adjustment to existing lot lines of a recorded lot by any means shall be considered a subdivision.

ADMINISTRATIVE SUBDIVISION?

- Resubdivision (as defined in [Westerly Code §A261-8](#)) of existing lots which yields no additional lots for development and involves no creation or extension of streets.
- Such subdivision shall only involve divisions, mergers, mergers and division, or adjustments of boundaries of existing lots.

MINOR 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](#)
- The Planning Board may reassign a proposed minor project to major review only when the Planning Board is unable to make the positive findings required in § A261-14.

MAJOR SUBDIVISION?

- A subdivision of land yielding >5 new units/lot.
- A subdivision of land that requires waivers or modifications as specified in [RIGL §45-23-62](#) or [Westerly Code §A261-22](#)

LAND DEVELOPMENT? (Westerly Code Section A261)

- A development project in which one or more lots, tracts, or parcels of land are to be developed or redeveloped as a coordinated site for a complex of uses, units, or structures, including but not limited to planned development and/or cluster development for residential, commercial, institutional, recreational, open space, and/or mixed uses as may be provided for in the Zoning Ordinance and as further described in Section 260-45.1

MINOR LAND DEVELOPMENT?

- Development plan for a multifamily residential project, provided that such development does not require waivers or modifications as specified in [Westerly Code §A261-22](#).
- The Planning Board may reassign a proposed minor project to major review only when the Planning Board is unable to make the positive findings required in § A261-14.

MAJOR LAND DEVELOPMENT?

- Development plan for a residential project that requires waivers or modifications as specified in [Westerly Code §A261-22](#).
- Development plan for a non-residential project.

DEVELOPMENT PLAN REVIEW? (Westerly Code Section 260-45)

- Construction of any new multi-family residential structure, or combination of structures, with three or more units, except for those projects that require review under R.I. Gen. Laws §§ 45-23-38 or 39 (and Westerly Code Section A261 as a Land Development Project).
- Construction of any new commercial, industrial, or mixed-use structure or combination of structures, with a gross floor area of 1,000 square feet or more, except for those projects that require review under R.I. Gen. Laws §§ 45-23-38 or 39 (and Westerly Code Section A261 as a Land Development Project).
- Construction of any addition or expansion of impervious surface of at least 1000 square feet or 25 percent of the impervious surface, whichever is less, to an existing multi-family, commercial, industrial, or mixed-use structure, or combination of structures.
- New development, or the redevelopment, reconstruction, relocation, or enlargement of an off-street parking area or loading facility.

The following activities are exempt from Development Plan Review:

- Any activity associated with a change of use of any land or any structure if such a change:
 - Does not involve physical alteration of the land; or
 - Involves interior modifications to a building only; or
 - Involves exterior modifications to a building which results in an increase in the area of the lot which is covered by impervious surface of less than 1000 square feet or 25 percent of the impervious surface, whichever is less.
- Single or two-household detached residential structures
- Upon the written decision of the Town Planner finding that the change in use or occupancy and construction will not affect existing drainage, circulation, relationship of buildings to each other, landscaping, buffering, lighting, and other considerations of development plan review, and that the existing facilities do not require upgraded or additional site improvements to become or remain consistent with Westerly Code Section 260-45

WHAT APPLICATION REVIEW STAGES ARE REQUIRED FOR MY PROJECT?

		REVIEW STAGES				PUBLIC NOTICES	
		Pre-Application	Master Plan	Preliminary Plan	Final Plan	Public Information Meeting	Public Hearing
Development Plan Review		Recommended	-	Required	Required	Required	-
Subdivision	Administrative Subdivision	-	-	-	Required	-	-
	Minor Subdivision	Consult with Staff	-	Required	Required	Required	-
	Minor Subdivision (Street Creation/Extension)	Consult with Staff	-	Required	Required	Required	Required
	Major Subdivision	Required	Required	Required	Required	Required	Required
Land Development	Minor Land Development	Consult with Staff	-	Required	Required	Required	-
	Minor Land Development (Street Creation/Extension)	Consult with Staff	-	Required	Required	Required	Required
	Major Land Development	Required	Required	Required	Required	Required	Required

