

**TOWN OF WESTERLY
OFFICE OF PLANNING**

**SUBMISSION INSTRUCTIONS & APPLICATION REQUIREMENTS
CHECKLIST – COMPREHENSIVE PERMIT**



(Include relevant completed checklist with each stage of review)

Application Instructions:

Pre-Application (No Fee)

Required for all Comprehensive Permit applications.

Before submitting a Comprehensive Permit application, an applicant must meet with a staff member of the Planning Office to discuss the proposed project and to establish which of the requirements set forth in the Major and Minor Land Development for Multi-Unit Residential or Major and Minor Subdivision Checklist might be waived. The required contents of the application submission will depend on the scope and complexity of the proposed project, as determined by the Administrative Officer/Town Planner.

Master Plan Review (\$1500)

Required for all Comprehensive Permit applications.

Master plan review includes an overall plan outlining general, rather than detailed development intentions. Full engineering details are not required at this stage; however, engineering plans must depict existing and proposed site conditions, proposed construction, and a property line survey in sufficient detail to engage in productive conversation with a clear direction for the next stage of review. Submitted applications for some permits required by State or Federal agencies may also be required.

Preliminary Plan Review (\$1500)

Required for all Comprehensive Permit applications.

Preliminary plan review includes full review of engineering plans depicting existing and proposed site conditions, proposed construction, a property line survey, all permits required by State or Federal agencies prior to commencement of construction. Written comments and approvals will be received from reviewing agencies and Town departments prior to the Planning Board's consideration of the land development plan.

Final Plan Review (\$1500)

Required for all Comprehensive Permit applications.

Final plan review may be completed by the Administrative Officer and includes review of any outstanding items identified during preliminary plan review that are required prior to and/or upon completion of construction. Any revision to the development plan determined by the Town Planner to be a substantial modification will require submission of the application for final plan approval to the Planning Board.

*Unit is defined as one lot or dwelling unit.

Submission of Application:

- Submit one (1) paper copy of all application materials, including the Project Review Form, Project Team Form, relevant Checklist of Requirements for current phase of Land Development or Subdivision, all supporting documentation, and one (1) full-sized (24-inch by 36-inch) plan set, to the Office of Planning, along with required application fee in the form of a check made out to "Town of Westerly" to the following address:

Town Planner, Office of Planning, Westerly Town Hall, 45 Broad Street, Westerly, RI 02891

- Submit all application materials electronically (in PDF format and shapefiles, as applicable) to Planning@westerlyri.gov, or via mail on CD.

Note: One (1) additional paper copy of select application materials may be needed for each seated Planning Board member, including plan sets on 11-inch by 17-inch sheets. The exact number of paper copies required will be requested prior to the meeting and are not needed upon initial application submission.

PRE-APPLICATION REQUIREMENTS CHECKLIST – COMPREHENSIVE PERMIT

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All **Pre-application** submissions shall contain the following information, in addition to items identified on the Planning Application Form and the appropriate Checklist as identified by the Administrative Officer. Check all that apply, and provide a written statement explaining any item(s) determined by the applicant to be not applicable:

- 1. All items identified on the Pre-Application Requirements Checklist for Major and Minor Land Development for Multi-Unit Residential or Major and Minor Subdivision, as applicable, according to the Administrative Officer (include a copy of the applicable checklist).
- 2. Written description of the proposed affordable units to be constructed. Include total number and percent of units in relation to the overall development, affordability based on AMI (Area Median Income), and demonstrate compliance with the affordability assurances identified in Westerly Code §260-50.2 and §260-50.3.
- 3. Written request identifying the specific ordinances and regulations from which the applicant is seeking relief, together with a specific description of what relief is needed, including the permitted and proposed housing density.
 - a. If density relief is sought, describe permitted market-rate density allowed per the Zoning Ordinance and Land Development and Subdivision Regulations, as determined by a Yield Plan, and the proposed density, including affordable units.
 - b. If dimensional relief is sought, describe requested relief in feet from the property lines, height, or impervious surfaces.
- 4. A description of the proposed buildings by type and size (numbers of buildings, residential units, bedrooms, floor area), and percentage of the site that will be covered by structures and other impervious surfaces
- 5. Scaled architectural drawings including floor plans of typical units, typical elevations, and sections, identifying construction type and exterior finish materials
- 6. A letter of eligibility or documentation of eligibility for a state or federal subsidy, or identification of the municipal subsidy sought. Provide contact information for the agency providing subsidy.
- 7. Identification of an approved entity that will monitor the long-term affordability of the low- and moderate-income units. Provide contact information for the monitoring entity.
- 8. A list of all state and federal approvals and permits required for construction of the development

MASTER PLAN REQUIREMENTS CHECKLIST – COMPREHENSIVE PERMIT

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All **Master Plan Review** applications shall contain the following information, in addition to items identified on the Planning Application Form, and any outstanding and/or updated information from the Pre-Application Requirements Checklist. Check all that apply, and provide a written statement explaining any item(s) determined by the applicant to be not applicable:

- 1. All items identified on the Master Plan Requirements Checklist for Major and Minor Land Development for Multi-Unit Residential or Major and Minor Subdivision, as applicable, according to the Administrative Officer (include a copy of the applicable checklist).
- 2. A proposed timetable for the commencement of construction and completion of the project, including a timetable for construction phasing that includes the percentage of low- and moderate-income housing that will be constructed during each phase
- 3. Thorough written description of how the proposed project meets the required findings in Westerly Code §260-50.3(G)(1). This should be complete and reflect the testimony you intend to present to the Board in support of your application.
- 4. Proof of public notice is required:
 - a. One (1) copy of a 200-foot radius map depicting Assessor's Map/Lot of the project area, and name/address of property owners of record within 200 feet of development parcel.
 - b. Required after submission but prior to public hearing: One (1) copy of a completed Affidavit of Notice for advertised and mailed notice of Public Information Meeting.
 - c. *Please see Westerly Code §A261-28 for posting requirements.*

PRELIMINARY PLAN REQUIREMENTS CHECKLIST – COMPREHENSIVE PERMIT

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All **Preliminary Plan Review** applications shall contain the following information, in addition to items identified on the Planning Application Form, and any outstanding and/or updated information from the Pre-Application Requirements Checklist and Master Plan Requirements Checklist. Check all that apply, and provide a written statement explaining any item(s) submitted yet not approved or determined by the applicant to be not applicable.

- 1. All items identified on the Preliminary Plan Requirements Checklist for Major and Minor Land Development for Multi-Unit Residential or Major and Minor Subdivision, as applicable, according to the Administrative Officer (include a copy of the applicable checklist).
- 2. A financial pro forma for the proposed development, including but not limited to evidence of the acquisition price, expenses, and other economic factors that comprise the total cost for the construction and administration of the facility and the resulting rental rates or sale prices to be charged for all units constructed
- 3. A sample land lease or deed restriction with affordability liens, in conformance with guidelines of the agency providing the subsidy, that will restrict use of the low- and moderate-income units to low- and moderate-income housing for 99 years
- 4. Proof of public notice is required:
 - a. One (1) copy of a 200-foot radius map depicting Assessor's Map/Lot of the project area, and name/address of property owners of record within 200 feet of development parcel.
 - b. Required after submission but prior to public hearing: One (1) copy of a completed Affidavit of Notice for advertised and mailed notice of Public Information Meeting.

Please see Westerly Code §A261-28 for posting requirements.

FINAL PLAN REQUIREMENTS CHECKLIST – COMPREHENSIVE PERMIT

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All **Final Plan Review** applications shall contain the following information, in addition to items identified on the Planning Application Form. Check all that apply, and provide a written statement explaining any item(s) determined by the applicant to be not applicable:

REQUIRED PERMITS/DOCUMENTATION FROM OTHER AGENCIES (if N/A explain in written description):

Provided **N/A**

- | | | | |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Bonds Posted (please specify: _____) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Recordings of easements, rights-of-way, dedications, or restrictions required |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Other (please specify: _____) |
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SUPPORTING MATERIALS (if N/A explain in written description):

- 1. Any updated or required outstanding information identified during Preliminary Plan Review, including conditions and revisions as required by local, state, and/or federal reviewing agencies.
 - 2. A "Record Plan." Paper sheet size of 24" x 36" at a scale not to be smaller than 1" = 100'. More than one sheet may be needed to clearly show all of the information required. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.). Record Plan(s) shall also be submitted electronically via email or on CD in AutoCAD .dwg or GIS shapefile format and as a PDF.
 - 3. One copy of all signed legal documents (i.e. proposed easements and rights-of-way, dedications, restrictions or other) and deeds describing the area to be conveyed and the resulting proposed lots. Deeds shall include revised metes and bounds description and reference to the approved subdivision plan. One original signed copy of an irrevocable offer to convey to the town all public streets and/or other public improvements, accompanied by a metes and bounds description of said areas and/or deed transferring land proposed for dedication to the town for public use or other qualified group or agency for open space purposes.
 - 4. Arrangements for completion of the required public improvements, including construction schedule and/or financial guarantees.
 - 5. Certificate from the Tax Collector showing that all taxes due on the parcel(s) being subdivided have been paid for a period of _____
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FINAL PLAN REQUIREMENTS CHECKLIST – COMPREHENSIVE PERMIT

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five years prior to filing the final plat and that there are no outstanding municipal liens on the parcel(s).

INSPECTIONS/VERIFICATIONS OF CONSTRUCTION:

Upon completion of Final Plan Review, further inspections/verifications of Construction will be required. Upon completion of construction, **As-Built Drawings must be submitted to the Office of Planning for verification that construction was completed in compliance with the Final Plans.**