

2025 PLANNING APPLICATION PROCESS SCHEDULE

All Development Applications at each REVIEW STAGE

Application Forms can be obtained at Planning Application Website <https://westerlyri.gov/671/Application-Forms>

SUBMISSION DEADLINES ARB & PLANNING BOARD APPLICATIONS	MEETING DATES		
	ARCHITECTURAL REVIEW BOARD	ECONOMIC DEVELOPMENT COMMISSION	PLANNING BOARD
NOVEMBER 27, 2024	JANUARY 9*	JANUARY 7	JANUARY 21
DECEMBER 27, 2024*	FEBRUARY 6	FEBRUARY 4	FEBRUARY 18
JANUARY 29, 2025	MARCH 6	MARCH 4	MARCH 18
FEBRUARY 26	APRIL 3	APRIL 1	APRIL 15
MARCH 26	MAY 1	MAY 6	MAY 20
APRIL 30	JUNE 5	JUNE 3	JUNE 17
MAY 28	JULY 10*	JULY 1	JULY 15
JUNE 25	AUGUST 7	AUGUST 5	AUGUST 19
JULY 30	SEPTEMBER 4	SEPTEMBER 9*	SEPTEMBER 16
AUGUST 27	OCTOBER 2	OCTOBER 7	OCTOBER 21
SEPTEMBER 24	NOVEMBER 6	NOVEMBER 4	NOVEMBER 18
OCTOBER 29	DECEMBER 4	DECEMBER 2	DECEMBER 16
NOTES	NOTES		
<p>All submissions must be received by 1:00 PM ET on the Submission Deadline. The submission deadline is necessary to allow for the required completeness certification (up to 25 days) and meet the legal requirement for public notice (up to 3 weeks) when required.</p> <p>The Submission Deadline will NOT be extended.</p> <p>All items must be submitted electronically via email or one drive to planning@westerlyri.gov. with one (1) paper copy submitted to the Planning/Zoning Office. All submissions must be made in strict conformance with the forms and checklists adopted by the Planning Board; see https://westerlyri.gov/671/Application-Forms</p>	<p>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 of Westerly Town Hall (45 Broad Street, Westerly, RI) unless the meeting agenda states otherwise. This schedule allows a complete and thorough submission to be reviewed by both the ARB and the Planning Board in the same month.</p>	<p>The Economic Development Commission meets regularly on the first Tuesday of each month at 4:00 PM ET in the Development Services Conference Room of Westerly Town Hall (45 Broad Street, Westerly, RI) unless the meeting agenda states otherwise. This schedule allows the EDC to review and comment on a proposal prior to a Planning Board review.</p>	<p>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.</p>

* Dates moved to avoid Holiday.



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

