



City of Newport, Rhode Island
Department of Planning & Development

Development Plan Review (DPR) Application Submittal Checklist

Applications can be submitted at <https://newportri.portal.opengov.com/>. Select “Planning & Zoning Department”, then “Planning Application” and “Apply Online.” When prompted, select “Development Plan Review” as the Application Type.

The below documents must be uploaded as PDFs with the online application. After the Planning Application Form questions are completed, you will be brought to an “Attachments” page where there will be labelled places to upload different types of application materials.

- ☐ **Online Planning Application Form** with all fields completed.
- ☐ **Application Fees** – The online application system accepts credit cards. Checks can be mailed, and both checks and cash can be accepted in person. **DO NOT MAIL CASH.**
 - DPR application fee: **\$750**
 - Unified Development Review (UDR) fee - **\$200** for Residential or **\$500** for Commercial
- ☐ **Proof of Ownership** – Copies of deeds, purchase and sales or other proof of authority to file
- ☐ **Stamped Property Survey**
- ☐ **Site Plan Set** – SEE DETAILED PLAN REQUIREMENTS ON THE NEXT PAGE
 - For larger development projects, staff may request that a full-size paper copy of the site plan be submitted so that it can be made available for the public to view at City Hall.
- ☐ **Landscape Plan** of the existing and proposed trees, shrubs, and other vegetation prepared by a registered Landscape Architect
- ☐ **Stormwater Management Plan** meeting all of the requirements of the City of Newport’s Department of Utilities.
- ☐ **Permits and/or written confirmation** from any required federal, state, or local agencies (If applicable. Permits are to be provided by the Final Plan)
- ☐ **Institutional Master Plan** (if applicable or deemed necessary by the administrative officer)
- ☐ **Any additional information** deemed necessary by city staff in order to satisfactorily complete review as it pertains to a particular required improvement or other aspect of the proposed development plan. This may include information such as 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; existing roadway capacity and traffic counts; projected average daily vehicle trips and peak hour trips generated.

For Applications with Unified Development Review (UDR):

- ☐ **UDR fee** (see Application Fee information above)
- ☐ **200 ft Radius Map & Abutter List**
- ☐ **Affidavit of Mailing** – to be submitted 5 days before your hearing date



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To be Submitted for Recording After Staff has Reviewed and Approved the Final Plan:

- ☐ Site Plan (staff will specify which sheet(s)) generated on Mylar (24"x36") at a scale of 1" = 50' or larger and three (3) paper copies.

Information Required to be Included in the Site Plan:

- A. Perimeter boundaries of the entire property with lot area and dimensions indicated.
- B. Date, scale, north arrow, phasing, and number of sheets.
 - a. Scale shall be one-inch equals fifty (50) feet or larger.
 - b. If the project is to be constructed in phases, this should be clearly indicated.
 - c. When more than one sheet is required, a cover sheet drawn to a suitable scale shall show the entire site and indicate match lines for each page of the plan.
- C. A vicinity map which indicated the location of the site in relation to the immediate surrounding area of the entire city.
- D. Name, address, stamp/seal and signature of the professional preparing the plan.
- E. Existing and proposed topography at a suitable contour interval.
- F. All existing or proposed easements and rights-of-way.
- G. Limit of disturbance, location and square footage of buildings proposed, and breakdown by square footage of intended uses or number of units.
- H. Layout of the proposed parking area, including arrangement and dimensions of parking spaces and drive aisles as well as existing and proposed points of ingress/egress.
- I. Existing and proposed sewers, watermain, culverts, and other underground facilities, indicating pipe sizes, grades, manholes and location, both onsite and offsite.
- J. Existing and proposed drainage system.
- K. Location and type of lighting.
- L. Location and dimensions of pedestrian entrances, exists, and walkways.
- M. Location of any proposed freestanding signs.
- N. Identification of proposed dumpster pad.
- O. Identification of any wetland located on the site and floor hazard information, if applicable.
- P. For the Final Plan: A signature approval block.

DEVELOPMENT PLAN APPROVAL

This subdivision is hereby approved in accordance with Rhode Island General Law § 45-23-50 and Section I – General Provisions of the Newport Subdivision Regulations this _____ day of _____, 20____

Administrative Officer

Approved for filing this _____ day of _____, 20____



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Summary of Application Timeline

<u>Application Type:</u> <u>Application Phase</u>	DPR without UDR or Street Creation (no zoning relief/special use permit, or the relief qualifies as a modification)	DPR with Unified Development Review and/or Street Creation
Preliminary	15 days for City Staff to review for completeness*	25 days for City Staff to review for completeness*
	65 days for Technical Review Committee (TRC) decision	Technical Review Committee (TRC) reviews the application and forwards their recommendation to the Planning Board
		65 days for Planning Board decision. A Public Hearing is held within this timeframe.
Final	15 days for City Staff to review for completeness	25 days for City Staff to review for completeness
	45 days for Administrative Officer decision	45 days for Administrative Officer decision
	Approval expires after 2 years from the date of approval if a plan in conformity with the approval is not recorded in the City's Land Evidence Records. Approval may be extended if requested by the applicant in writing and approved by the Planning Board.	

* Applications which require relief which qualifies only as a modification shall proceed by filing an application for a modification with the zoning officer. If such modification is granted, the application shall then proceed to be reviewed by the administrative officer pursuant to the applicable requirements of this section. If the modification is denied or an objection is received, such application shall proceed under unified development plan review. See [Zoning Code Section 17.108.010 Modifications](#).

DPR submittal requirements and regulations can be found under Newport [Zoning Code Chapter 17.88 Development Plan Review](#) and in the Newport [Subdivision and Land Development Regulations](#) – Section I, Subsection R. Development Plan Review. State regulations regarding the approval process of DPR applications recently changed. Please see [RIGL § 45-23-50 Development Plan Review](#), as amended June 25, 2024, for information regarding the DPR application approval process.