



City of Newport, Rhode Island

Department of Planning & Development

Guidance on Submitting Written Comment to the Planning Board

If you wish to comment on a development plan, subdivision, or land development application that is to be heard by the Newport Planning Board, you may:

- a) Attend the Planning Board meeting at the time specified in the public notice and speak when the Planning Board Chair opens the public comment period for that application, or
- b) Submit written comment addressed to the Planning Board in advance of the meeting. Written comments can be submitted via email or mail.

EMAIL comments to Assistant Planner Hayden McDermott at hmcdermott@cityofnewport.com.

MAIL comments to Attn: Planning Board, Newport City Hall, 43 Broadway, Newport, RI 02840.

Please submit written comments at least **3 business days prior to the meeting**. This means that for a regular Planning Board meeting scheduled on a Monday evening, please **submit comments by 4:00 pm on the Wednesday prior to the meeting**. This provides sufficient time for staff and the Board to disseminate, post, and read your comments. Comments received at least 3 business days in advance of the meeting will be posted with the meeting agenda here: <https://www.cityofnewport.com/en-us/city-hall/tv>

Comments received within 3 business days of the meeting may not be disseminated to and read by the Planning Board in time. Should a comment be received late, the Planning Board will receive a paper copy of the comment at the meeting, but your words are most impactful if the Planning Board has had ample time to read them ahead of the meeting.

In your letter, please include the following minimum information:

- 1) Your full name;
- 2) Your primary legal address of residence;
- 3) If applicable, the address of your secondary property that is in proximity to the subject project site;
- 4) Note if you received notice of the hearing via mail as a property owner within 200 ft of the project;
- 5) The name or street address of the subject project that you are commenting on;
- 6) State whether you support, oppose, or have concerns about specific elements of the application;
- 7) State at least one reason why you support or oppose the application.

It is helpful to state how you believe the proposed project may personally impact you, or if you believe that the application does or does not meet the standards of approval that the Planning Board uses to evaluate the application. The standards of approval can be found as follows:

- Subdivision & Land Development applications: [Subdivision Regulations, Section I](#)
- Development Plan Review applications: [Zoning Code Chapter 17.88.030](#)
- Applications requesting a Zoning Variance: [Zoning Code Chapter 17.108.020](#)
- Applications requesting a Special Use Permit: [Zoning Code Chapter 17.109](#)