



City of Newport, Rhode Island
Department of Planning & Development

Major Subdivision & Land Development 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 either “Major Subdivision” or “Major Land Development” 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.

Pre-Application Conference (if requested):

- ☐ Letter/Email requesting a pre-application conference
- ☐ A copy of the Assessor’s plat marked to show the boundary of the land the applicant intends to subdivide, plus the boundary of the tract in their ownership or under their control

Master Plan Requirements*:

The Master & Preliminary Plan review stages may be combined at the discretion of the Administrative Officer. If the Master & Preliminary Plan review phases are combined, then the submittal requirements of both the Master & Preliminary Plan applications must be met at the first stage of review.

- ☐ **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.
 - o Major subdivision/land development application fee: **\$150 per phase**
 - o 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
- ☐ **Site Plan** – SEE DETAILED PLAN REQUIREMENTS ON PAGE 3
 - o 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.
- ☐ **Written confirmation and/or permits** from any required federal, state, or local agencies (If applicable). Submit any documentation that you may have to date. State agencies usually require that the applicant obtain master/preliminary plan approval from the municipality first. In this case, permits shall be required to be submitted with the Final Plan application.
- ☐ Note of any existing **easements or restrictive covenants**, if applicable.

***For Applications with Unified Development Review – to be submitted with Master Plan:**

- ☐ **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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Preliminary Plan Requirements:

- ☐ **Application Fee** - \$150 per phase
- ☐ **Tax Certificate** – A certificate from the Tax Collector of the City that all taxes due on the subject land have been paid to date
- ☐ Upload updated **Preliminary Site Plan** – SEE PLAN REQUIREMENTS ON PAGE 4
- ☐ **Landscape Plan**
- ☐ **Project Narrative**
- ☐ **Written confirmation and/or permits** from any required federal, state, or local agencies (If applicable). Submit any documentation that you may have to date. State agencies usually require that the applicant obtain master/preliminary plan approval from the municipality first. In this case, permits shall be required to be submitted with the Final Plan application.
- ☐ **A draft of any proposed easements or protective covenants**, if applicable.
- ☐ Upload updated versions of any materials revised since or that were required as a condition of the preliminary plan approval.

Final Plan Requirements:

- ☐ **Application Fee** - \$150 per phase
- ☐ Upload updated **Final Site Plan** – SEE DETAILED PLAN REQUIREMENTS ON PAGE 5
- ☐ **Permits** from any required federal, state, or local agencies (if applicable)
- ☐ **Dedication Form** for streets, ways, and public access (if applicable)
- ☐ **Performance Bond**
- ☐ Upload updated versions of any materials revised since or that were required as a condition of the preliminary plan approval.
- ☐ **To be submitted for recording after staff has reviewed and approved the Final Plan:** Site Plan generated on Mylar* (24"x36") at a scale of 1" = 50' or larger and three (3) paper copies.



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Major Subdivision & Land Development Plat Requirements

Master Plan Plat Requirements:

- i. Name of the subdivision or project;
- ii. Purpose statement, including existing and proposed number of lots;
- iii. Name and address of record owner and surveyor, date of filing, date of survey, north point and scale; Names of all abutters, as determined from the most recent official tax list;
- iv. Vicinity map showing the relationship of the subdivision/development parcel(s) of the area within a half-mile radius;
- v. Sufficient data to determine the location, bearing, size, and shape of every lot, boundary and setback line, and to reproduce the same upon the ground (all bearings to be referred to a meridian);
- vi. Existing easements. Proposed easements may be required if requested by the Administrative Officer.; The location of all existing structures, fences, stone walls, and trees of more than eighteen (18”) inches diameter with a note if they were to be remain or be removed;
- vii. Identification of any geologic formations, including boulders, rock outcroppings, cliffs, coastal features etc.;
- viii. Proposed streets, if any, with accurate areas and dimensions. If proposed, a notation as to whether the proposed street extension or creation is to be public or private;
- ix. Areas within a flood plain as identified in the FEMA Flood Plain Map, if applicable;
- x. Written confirmation and/or permits from any additional required federal, state or local agencies;
- xi. Note of any protective covenants, if applicable
- xii. For land development projects, proposed structures and other site improvements with dimensions or area with proposed use and lot coverage;
- xiii. For land development projects, notation of proposed stormwater management type; and
- xiv. For land development projects, proposed landscaped areas.



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Preliminary Plan Plat Requirements:

- i. Name of the subdivision or project;
- ii. Purpose statement, including existing and proposed number of lots;
- iii. Name and address of record owner, subdivider and designer or surveyor, date prepared, north point, graphic, scale, acreage and number of lots;
- iv. Names of all abutters, as determined from the most recent official tax list;
- v. Vicinity map showing the relationship of the subdivision/development parcel(s) of the area within a half-mile radius;
- vi. Existing and proposed lines of streets, ways, boundaries, utilities, easements, lots, and public areas within the plat, with adequate dimensions; a notation as to whether the proposed street extension or creation is to be public or private;
- vii. Locations of existing & proposed monuments (granite, 4"x4"x30", place at least one at one end per a proposed or adjusted property line);
- viii. Proposed land use and existing zoning;
- ix. Proposed system of drainage, dimensions of storm sewers, approximate location of water mains, sanitary sewers and drainage structures;
- x. The location of all existing structures, fences, stone walls, and trees of more than eighteen (18") inches diameter with a note if they were to be remain or be removed;
- xi. Identification of any geologic formations, including boulders, rock outcroppings, cliffs, coastal features, etc.; existing and proposed topography with two-foot contour intervals, elevations based on Newport NAVD 1988 unless otherwise indicated by the Planning Board;
- xii. Profiles of proposed streets with adequate ties to existing streets;
- xiii. Areas within a flood plain as identified in the FEMA Flood Plain Map, if applicable;
- xiv. A sketch map of any remaining part of the subdivider's entire tract shall accompany the plat, showing the location, names, and present widths of adjacent existing streets and the proposed general layout of streets in the entire parcel; and
- xv. A draft of protective covenants, if any, with which the subdivider proposes to regulate and protect the proposed subdivision.
- xvi. A landscape plan showing all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on streets rights-of-way, and within common areas, with landscaping installation details and related notations;
- xvii. Vehicular, bicycle, and pedestrian circulation diagrams;
- xviii. References shall include the recording numbers and complete titles of the documents used in preparing the plat.



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Final Plan Plat Requirements:

- i. Name of the subdivision or project
- ii. Purpose statement, including existing and proposed number of lots
- iii. North point and scale;
- iv. Name and address of record owner, subdivider, designer or surveyor;
- v. Existing and proposed lines of streets, ways, lots, easements, utilities, including sewage disposal, natural water channels, public areas; proposed names of new streets shall be shown in pencil until the names have been approved by the Planning Board;
- vi. Names and addresses of all abutters as determined from the most recent official tax list;
- vii. Existing fences, structures and trees eighteen (18") inches or more in diameter that are to remain; Sufficient data to determine the location, direction and length of every street and way, lot line and boundary line, and to establish these lines on the ground;
- viii. Location of all permanent monuments properly identified as to whether existing or proposed; Location, name and present widths of streets bounding, approaching or within reasonable proximity of the subdivision;
- ix. Indication of purpose of easements, if any;
- x. Existing and proposed topography at a suitable contour interval at City datum;
- xi. Profiles on the center line of proposed streets at a horizontal scale of one-inch equals forty feet and a vertical scale of one-inch equals four feet or other scales acceptable to the Planning Board; all elevations shall refer to the city datum (NAVD 1988);
- xii. Note of restrictive covenants, if applicable; and
- xiii. Subdivision approval block as on the following graphic located in the bottom right quarter of the plat:

<p style="text-align: center;">PLANNING BOARD MAJOR SUBDIVISION</p> <p>This subdivision is hereby approved in accordance with Rhode Island General Law § 45-23-39 and Section I – General Provisions of the Newport Subdivision Regulations this _____ day of _____, 20____</p> <p>_____</p> <p>Administrative Officer</p> <p>Approved for filing this _____ day of _____, 20____</p>

*Mylar plans shall be on polyester film no larger than 24" x 36" or a scale of 1" to 50', single matte with a thickness of 3 mils (.003 inches), and must have opacity so as to allow consistent computer scanning. All plans shall be prepared using a compatible ink with excellent cohesiveness which will produce a permanent bond and result in a plan with long term durability. All signatures must be in black India ink or its equal.



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Summary of Application Timeline

<u>Application Phase</u>	<u>Application Timeline</u>
Pre-Application	A pre-application meeting may be held with City Staff at the request of the applicant.
Master Plan	25 days for City Staff to review for completeness*
	Technical Review Committee (TRC) reviews the application and forwards their recommendation to the Planning Board
	90 days for Planning Board decision. A Public Hearing is held within this timeframe.
Preliminary	25 days for City Staff to review for completeness
	Technical Review Committee (TRC) reviews the application and forwards their recommendation to the Planning Board
	90 days for Planning Board decision. A Public Hearing is held within this timeframe.
Final	15 days for City Staff to review for completeness. The Administrative Officer may extend the review time to 25 days where the final plans contain changes not included in the Preliminary Plan approval.
	45 days for Administrative Officer decision
	Approval expires after 1 year 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](#).

Major Subdivision & Land Development application submittal requirements can be found in the [Subdivision and Land Development Regulations](#) – Section I. State regulations regarding the definitions and approval process of subdivision and land development applications recently changed. See RIGL § 45-23-32 Definitions and § 45-23-39 Major land development and major subdivision review, as amended in June 2025, for information regarding application types and approval processes.