

CITY OF EAST PROVIDENCE, RI

MAJOR SUBDIVISION - MASTER PLAN
SUBMISSION CHECKLIST

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The applicant shall file the following materials with the Administrative Officer or designee:

- (1.) A **completed application form** (Form C₁);
- (2.) For completeness review, **six (6) blueline copies** of the plans meeting the requirements of the East Providence Land Development and Subdivision Review Regulations; following the issuance of the Certificate of Completeness (COC), submit **fourteen (14) blueline prints** of the plans for the Planning Board meeting;
- (3.) A sufficient number of **reduced plan(s)** for distribution to those persons listed on the notification list, *plus* seven (7) reduced plans for distribution to the Planning Board.
- (4.) A **certified list of the names and addresses of property owners** within a two hundred (200) foot radius of the perimeter of the subdivision or land development project as of no more than thirty (30) days prior to the filing of an application; **and three (3) sets of mailing labels** pre-printed with said names and addresses which shall be three-column label sheets (with each label measuring 1 inch by 2-5/8's inch);
- (5.) **Supporting Documentation** as required, including:
 - (a) Fourteen (14) copies of a **written narrative** summarizing the entire proposal and any potential neighborhood impacts, i.e. traffic, noise, odors, lights, and incompatibility of adjoining structures and uses.
 - (b) **Comprehensive Plan Consistency** – Submit a written analysis of consistency with the East Providence Comprehensive Plan. Subdivision and land development project proposals shall be consistent with the East Providence Comprehensive Plan, including its goals, objectives, policy statements, and Land Use 2010 Plan, and/or shall satisfactorily address the issues where they may be inconsistencies.
 - (c) **Any initial comments received by the applicant from state and/or federal reviewing agencies**, such as the Rhode Island Department of Environmental Management and the Coastal Resources Management Council and/or a written summary of the required state and/or federal permits for the proposed development.
- (6.) Such **other information as may be required by the Administrative Officer and/or Planning Board** to show that the details of the site plan are in accordance with the applicable

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requirements of the East Providence Land Development and Subdivision Review Regulations and Chapter 19, Zoning of the Revised Ordinances of East Providence.

(7.A.) A **filing fee** in the amount of four-hundred dollars (\$400) plus twenty dollars (\$20) per lot or unit by check payable to the City of East Providence. (Where the master plan and preliminary plan stage are combined, applicant shall submit one filing fee in the amount of five-hundred dollars (\$500) plus twenty dollars (\$20) per lot or unit.)

(7.B.) **Reimbursement to City for Display Advertisement** - For the Public Informational Meeting, the applicant shall submit a check payable to the City of East Providence for reimbursement of the actual cost of the required public notice display advertisement as published in the Providence Journal or the East Providence Post. The applicant will be provided with a statement for the cost of the display advertisement.