



City of Woonsocket, Rhode Island
WOONSOCKET PLANNING BOARD
DESIGN REVIEW APPLICATION REQUIREMENT CHECKLIST

The applicant shall submit to the Administrative Officer of the Woonsocket Planning Board three 11"x17" copies and one electronic copy of the proposed *Design Review Proposal* for review. The scale shall not be smaller than 1"=40'. At a minimum, the following information shall be provided. Failure to provide the following information will result in the application being certified "incomplete" and no *Certificate of Completeness* will be issued until all such information is received and certified as complete by the Administrative Officer. All requirements are listed in § 12.1 *Design Review Overlay District* of the *Zoning Ordinance of the City of Woonsocket, Rhode Island*. A copy of the *Zoning Ordinance* is available online at woonsocket.ri.org. Click on Code of Ordinances under City Government. Then click on Code of Ordinances on ClerkBase. Finally click on Appendix C-Zoning Ordinance.

Every submission must also be accompanied by a *Design Review Application*, which is signed and notarized by the property owner(s).

Name: _____
Address: _____
Name of Project: _____
Assessor's Plat: _____ Lot(s) _____
Date: _____
Name of Person Completing Form: _____
Title: _____
Telephone # _____ Fax _____ E-mail _____
(Use this form as your checklist)

1. ☐ Name of the proposed project.
2. ☐ Name(s) and address(s) of the applicant(s) and property owner(s).
3. ☐ Name(s) and address(es) and telephone number(s) of land surveyor(s) and/or engineer.
4. ☐ Assessor's map and lot number for each parcel of land involved in the proposed subdivision and for each parcel of abutting land.
5. ☐ Zoning district classification(s) and current and proposed use.
6. ☐ Any information on any decision on a variance, special use permit, or appeal made by the zoning board applicable to the project.
7. ☐ Date of preparation of the plan, and dates of revisions of the plan.

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8. ☐ **Site Plan** (three (3) 11"x17" copies containing the following):
 - ☐ Location of all existing and proposed buildings and structures, including signs;
 - ☐ Location of all existing and proposed site improvements, including utilities;
 - ☐ Location of all existing and proposed points of vehicular and pedestrian access;
 - ☐ Location of all existing and proposed interior access corridors and parking spaces
 - ☐ Existing and proposed contour data for the site, at two-foot intervals; and
 - ☐ Stamp and signature of a Registered Land Surveyor licensed to practice in the State of Rhode Island, on the subdivision plan which certifies the plan as correct and in conformance with the Class 1 survey requirements.
9. ☐ **Architectural Submittals** three (3) 11"x 17" copies containing the following:
 - ☐ Elevations for all sides of any proposed building or structure, including signs;
 - ☐ Exterior lighting plans;
 - ☐ Floor plans for proposed buildings; and
 - ☐ Samples and/or descriptions of all materials for proposed exterior treatment.
10. ☐ **Landscape Plans** three (3) 11"x17" copies containing the following:
 - ☐ Proposed plantings and other landscape materials, shown by type, size and number (please check the city's greenspace requirement in the Design Review Overlay District)
 - ☐ Provisions for pedestrian circulation; and
 - ☐ Site furnishings.

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11. ☐ Certification by the tax collector that all property taxes are current

Fee Schedule:

Effective June 26, 2012, the appropriate fee for appearance before the Design Review Commission is two hundred dollars and no cents (\$200.00) (*Ordinance chapter 7678*).

Certification of Completion:

As Administrative Officer of the Woonsocket Planning Board, I certify that the above-submitted Administrative Subdivision Checklist is complete and that the Application for Design Review can move forward under the *Zoning Ordinance of the City of Woonsocket, Rhode Island*.

Administrative Officer

Date

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