



## City of Woonsocket, Rhode Island

### **DESIGN REVIEW COMMISSION SUBMISSION CHECKLIST**

Every submission shall be accompanied by an [Application](#), which is signed and notarized by the property Owner(s) and the appropriate application fee. Please see the fee schedule to determine the correct fee or contact the Design Review Officer directly.

The Applicant shall submit to the Design Review Officer seven (7) copies of the proposal for review. The scale shall not be smaller than 1"=40'. At a minimum, the following information shall be provided. 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 [woonsocketri.org](http://woonsocketri.org). Click on City Clerk under Government, then click on Code of Ordinances and you'll be redirected to ClerkBase. Click on Woonsocket City Code, then click on Appendix C-*Zoning Ordinance*.

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.

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

1.	<input type="checkbox"/>	Name of the proposed project.
2.	<input type="checkbox"/>	Name(s) and address(es) of the applicant(s) and property owner(s).
3.	<input type="checkbox"/>	Name(s) and address(es) and telephone number(s) of Rhode Island licensed land surveyor(s) and/or Rhode Island licensed civil engineer(s)
4.	<input type="checkbox"/>	Assessor's map and lot number for each parcel of land involved in the proposed subdivision and for each parcel of abutting land Example (Map__ Lot__-__)

5.	<input type="checkbox"/>	Zoning district classification(s) and current and proposed use.
6.	<input type="checkbox"/>	Any information on any decision on a variance, special use permit, or appeal made by the Zoning Board of Review applicable to the project.
7.	<input type="checkbox"/>	Date of preparation of the plan, and dates of revisions of the plan.
8.	<input type="checkbox"/>	<b><u>Site Plan</u></b> (seven (7) copies containing the following):
	<input type="checkbox"/>	Location of all existing and proposed buildings and structures, including signs;
	<input type="checkbox"/>	Location of all existing and proposed site improvements, including utilities;
	<input type="checkbox"/>	Location of all existing and proposed points of vehicular and pedestrian access;
	<input type="checkbox"/>	Location of all existing and proposed interior access corridors and parking spaces;
	<input type="checkbox"/>	Existing and proposed contour data for the site, at two-foot intervals;
	<input type="checkbox"/>	Stamp and signature of a Registered Land Surveyor licensed to practice in the State of Rhode Island, on the plan which certifies the plan as correct and in conformance with the Class 1 survey requirements.
9.	<input type="checkbox"/>	<b><u>Architectural Submittals</u></b> (seven (7) copies containing the following):
	<input type="checkbox"/>	Elevations for all sides of any proposed building or structure, including signs;
	<input type="checkbox"/>	Exterior lighting plans;
	<input type="checkbox"/>	Floor plans for proposed buildings; and
	<input type="checkbox"/>	Samples and/or descriptions of all materials for proposed exterior treatment.
10.	<input type="checkbox"/>	<b><u>Landscape Plans</u></b> seven (7) copies) containing the following:
	<input type="checkbox"/>	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)
	<input type="checkbox"/>	Provisions for pedestrian circulation;
	<input type="checkbox"/>	Site furnishings;
11.	<input type="checkbox"/>	Certification by the tax collector that all property taxes are current, (to be provided by the Design Review Officer).

Fee Schedule:

The fee to appear before the Design Review Commission is two hundred dollars (\$200.00).

Make check payable to: *City of Woonsocket, RI.*

Certification of Completeness:

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

\_\_\_\_\_  
Design Review Officer

\_\_\_\_\_  
Date