

Major Land Development Subdivision	Stage	Certification of Application	Type of Hearing *	Public Notice [Newspaper]	Notice to Abutters	Written Decision Within	Decision Filed Land Evidence	Notice of Decision to Applicant	Vesting	Submission Requirements
	Pre-application Meeting	60 Days	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Concept Plan and other materials at the discretion of the applicant.
	Master Plan	25 Days	Informational Meeting	7 Days Prior	First Class Mail	90 Days	20 days	1 Day After Filing Certified or Registered Mail	2-Yrs. and Two 1-Yr. extensions	Proof taxes are current, Applied for all federal/state permits; proof of wetlands edge verification by RIDEM; identification of impact analysis that may be required.
	Preliminary Plan	25 Days	Public Hearing	14 Days Prior	Certified Mail 10 Days Prior	90 Days	20 days	1 Day After Filing Certified or Registered Mail	2-Yrs. and Two 1-Yr. extensions	Proof taxes are current; copies existing/proposed easements; all Federal/State permits issued [i.e. PAP, Coastal, ISDS, RIDEM Wetlands, Army Corps, Water, Sewer]; impact analysis that may be required [i.e. traffic].
	Final Plan **	25/45 Days ***	N/A	N/A	N/A	25/45 Days ***	20 days	1 Day After Filing Certified or Registered Mail	Permanent	Proof taxes are current; copies existing/proposed easements; all Federal/State permits issued [i.e. PAP, Coastal, ISDS, RIDEM Wetlands, Army Corps, Water, Sewer]; proof of compliance with any conditions of approval set by the Commission, proof of performance guarantee.
Minor Subdivision w/Street Extension	Stage	Certification of Application	Type of Hearing *	Public Notice	Notice to Abutters	Written Decision Within	Decision Filed Land Evidence	Notice of Decision to Applicant	Vesting	Submission Requirements
	Pre-application Meeting	Upon Request	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Concept Plan and other materials at the discretion of the applicant.
	Preliminary Plan	25 Days	Public Hearing	14 Days Prior	Certified Mail 10 Days Prior	95 Days	20 days	1 Day After Filing Certified or Registered Mail	90 Day *****	Proof taxes are current; copies existing/proposed easements; all Federal/State permits issued [i.e. PAP, Coastal, ISDS, RIDEM Wetlands, Army Corps, Water, Sewer]; impact analysis that may be required [i.e. traffic].
	Final Plan ****	N/A	N/A	N/A	N/A	Not Specified	20 days	1 Day After Filing Certified or Registered Mail	Permanent	Proof taxes are current; copies existing/proposed easements; all Federal/State permits issued [i.e. PAP, Coastal, ISDS, RIDEM Wetlands, Army Corps, Water, Sewer]; proof of compliance with any conditions of approval set by the Commission, proof of performance guarantee.
Minor Subdivision w/Out Street Extension	Stage	Certification of Application	Type of Hearing *	Public Notice	Notice to Abutters	Written Decision Within	Decision Filed Land Evidence	Notice of Decision to Applicant	Vesting	Submission Requirements
	Pre-application Meeting	Upon Request	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Concept Plan and other materials at the discretion of the applicant.
	Preliminary Plan	15 DAYS	Public Meeting	N/A	First Class Mail 10 Days Prior	65 Days	20 days	1 Day After Filing Certified or Registered Mail	90 Days *****	Proof taxes are current; copies existing/proposed easements; all Federal/State permits issued [i.e. PAP, Coastal, ISDS, RIDEM Wetlands, Army Corps, Water, Sewer]; impact analysis that may be required [i.e. traffic].
	Final Plan ****	N/A	N/A	N/A	N/A	Not Specified	20 days**	1 Day After Filing Certified or Registered Mail	Permanent	Proof taxes are current; copies existing/proposed easements; all Federal/State permits issued [i.e. PAP, Coastal, ISDS, RIDEM Wetlands, Army Corps, Water, Sewer]; proof of compliance with any conditions of approval as set by the Commission, proof of performance guarantee.
Development Plan Review	Stage	Certification of Application	Type of Hearing *	Public Notice	Notice to Abutters	Written Decision Within	Decision Filed Land Evidence	Notice of Decision to Applicant	Vesting	Submission Requirements
	Pre-application Meeting	Upon Request	N/A	N/A	N/A	N/A	N/A	N/A	N/A	As determined by the Planning Director and Ordinance for submission for a Pre-application application.
	Preliminary Plan	10/20 Days	Public Meeting	N/A	First Class Mail 7 Days Prior	14/20 Days	N/A	N/A	N/A	Proof taxes are current; copies existing/proposed easements; all Federal/State permits issued [i.e. PAP, Coastal, ISDS, RIDEM Wetlands, Army Corps, Water, Sewer] as determined by the SPR Committee proof of compliance with any conditions of approval as set by the SPR Committee.
	Final Plan	30 Days	N/A	N/A	N/A	Not Specified	Not Specified	N/A	1 Year	

* All activities of the Plan Commission must occur at a public meeting as required by the Open Meeting Act [OMA] RIGL Ch. 42-46 [\[CLICK HERE\]](#). The OMA requires that:

- all items to be taken up by the Commission must be listed on a formal agenda,
- the agenda must be posted on both the Secretary of State's and the City's web site a minimum of 48 hours before any meeting and
- the agenda must be posted at City Hall and one other municipal site [the Library].

** The applicant shall submit to the administrative officer the items required by the local regulations for the final plan, as well as all material required by the planning board when the application was given preliminary approval.

*** The application for final plan approval shall be certified complete or incomplete by the administrative officer in writing, within 25 days. This time period may be extended to 45 days by written notice from the administrative officer to the applicant where the final plans contain changes to or elements not included in the preliminary plan approval. If the administrative officer certifies the application as complete and does not require submission to the planning board as per subsection (c) below, the final plan shall be considered approved.

**** The Planning Commission may delegate final plan review and approval to either the administrative officer or the technical review committee. The officer or committee shall report his/her actions to the Planning Commission at its next regular meeting, to be made part of the record.

***** Unless approved for a longer period by the Plan Commission