

SECTION I – AUTHORITY & INTENT

A. Authority

1. These Subdivision and Land Development Regulations **[REGULATIONS]** are adopted pursuant to the authority contained in Title 45, Chapter 23, Sections 25 through 74 of the Rhode Island General Laws **[RIGL]**, known as the Rhode Island Land Development and Subdivision Review Enabling Act of 1992 **[SUBDIVISION ACT]**.
2. These Regulations revise the rules and regulations adopted by the Cranston City Plan Commission **[COMMISSION]** on March 15, 1946, and as revised on April 28, 1959, August 28, 1989, **[NEED DATE ADDITIONAL REVISIONS]**. These Regulations shall take precedence over any Regulations enacted prior to the enactment of these Regulations.
3. These Regulations may be amended by the Commission through the procedures provided for in Ordinance No. 95-30, adopted by the Cranston City Council **[COUNCIL]** on August 28, 1995.

B. Intent

The intent of these Regulations is to:

1. promote the public health, safety, and general welfare;
2. prevent overcrowding of land;
3. prevent development of unsanitary areas for housing purposes;
4. secure a well-articulated street and highway system;
5. promote coordinated development of unbuilt areas;
6. secure the appropriate allotment of land in new developments for all the requirements of community life;
7. conserve natural beauty and other natural resources;
8. conform to the Comprehensive Plan **[PLAN]**; and
9. facilitate the adequate, efficient, and economic provision of transportation, water supply, sewerage, recreation, and other public utilities and requisites.

C. Purpose

The purpose of these Regulations is to establish procedural and substantive provisions for the subdivision and development of land that shall, consistent with the provisions of the Plan and the Cranston Zoning Ordinance **[ZONING]**, accomplish the following:

1. Protect the public health, safety, and welfare of the community;
2. Provide for the orderly, thorough and expeditious review and approval of proposed subdivisions and land developments;

3. Promote high quality and appropriate design and construction of subdivisions and land developments;
4. Protect existing natural and built environments and mitigate the significant negative impacts of proposed subdivisions and land developments on those environments;
5. Promote subdivision and land development designs that are well-integrated into surrounding neighborhoods with regard to natural and built features and concentrate development in areas that can best support intensive use because of natural characteristics and existing infrastructure;
6. Encourage design and improvement standards to reflect the intent of the Comprehensive Plan and that are appropriate to the various neighborhoods and districts of the City;
7. Require measures for mitigating the impact of new development on the City that are based on clear documentation of needs and that are fairly applied and administered;
8. Direct the development of land consistent with state of the art practices that promote and foster growth in a manner that protects the City's distinctive character while at the same time accommodating economic growth;
9. Guide land development with an emphasis on siting subdivision and land development improvements to allow for the maximum preservation of existing natural features;
10. Insure that proposed designs institute best management practices that acknowledge existing site constraints and the natural setting.
11. Require for the dedication of public land, impact mitigation, and payment-in-lieu thereof, are based on clear documentation of needs and are fairly applied and administered.

D. Construction & Interpretation

1. These Regulations shall be interpreted to be consistent with and further the implementation of the Plan and the Subdivision Act. Consistency with the Plan shall be interpreted as those proposals, actions, and/or decisions that either directly facilitate the achievement of a stated goal, policy, or action item or do not run counter to any stated goal, policy, or action item in the Plan.
2. Sections I-IV and VI-XV of these Regulations provide general requirements applicable to all subdivisions and land developments. Section VI of these Regulations, governing Planned Districts, **Development Plan Review, Unified Development Review, and Land Development Projects** provide regulations that are supplementary to the general requirements. In the event of a conflict between a general regulation and a regulation applicable to a specific type of subdivision or land development, the more specific regulation shall be controlling.

E. Severability

If any section, paragraph, clause, phrase, or provision of these Regulations shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of these Regulations as a whole or any part or provision thereof other than the part so decided to be invalid or unconstitutional.

F. Effective Date

These Regulations shall take effect on **January 1, 2024**, and shall supersede all other Regulations in effect at the time of such adoption.

G. VESTING & CONTINUING APPLICATIONS UNDER PRIOR REGULATIONS

1. Subdivisions or land developments, submitted for approval prior to **DATE**, that are being reviewed by the Commission or Administrative Officer shall be continued to be reviewed under the provisions of the Regulations in effect prior to **DATE**.
2. Subdivisions or Land Developments that received an approval by the Commission or Administrative Officer under the provisions of the Regulations in effect prior to **DATE** shall continue to be reviewed by the Commission or Administrative Officer under those Regulations in accordance with vesting rights established by **RIGL §***** and §******* of these Regulations.
3. An application submitted prior to **[DATE]** shall be vested if the application is certified as complete by the Administrative Officer. Said application shall continue to be reviewed under the Regulations in effect at the time of submission.
4. The Commission may, in its discretion, grant extensions to any such final approval in accordance with the following procedure for such extensions:
 - a. The Applicant shall request an extension in writing. The responsibility for a request lies with the Applicant. Requests should be made at least one (1) month prior to expiration.
 - b. A new performance bond amount may be required.
 - c. If the subdivision or land development is located in an area within the jurisdiction of the Rhode Island Department of Environmental Management (RIDEM), a current approval under the Freshwater Wetlands Act by RIDEM as required may be required.
 - d. A unique situation exists wherein the Applicant has expended significant monies in the preparation of preliminary plans in an amount that if re-application under the revised Regulations were to be required due to an expired approval, a significant economic hardship would result. None of the following shall be construed as "significant economic hardship:"
 1. Cost of re-drafting, reformatting, or re-submission of application, plans, or narrative;
 2. Cost of application and notification fees;

3. Cost of public hearing;
4. Cost of limited design, or technical revisions not affecting the overall layout of the plan;
5. Cost of voluntary changes in the plans made by the Applicant; or
6. Re-submittal for state or federal regulatory permits.

G. RELATIONSHIP TO ZONING ORDINANCE

For the purposes of these Regulations, the requirements of the Zoning Ordinance shall be the mandatory minimum standards for all subdivisions and land developments governed by these Regulations.

SECTION II – DEFINITIONS

Where words or phrases used in these Regulations are defined in the definitions section of either the Rhode Island Comprehensive Planning and Land Use Regulation Act, § 45-22.2-4, or the Rhode Island Zoning Enabling Act of 1991, RIGL § 45-24-31, they have the meanings stated in those Acts.

The following words or phrases, when used in these Regulations, shall have the following meaning, unless otherwise specifically provided:

Administrative Officer: The municipal official designated by these Regulations to administer the subdivision and land development regulations, to review and approve qualified applications and/or coordinate with local boards and commissions, municipal staff, and state agencies as set forth herein. The Administrative Officer shall be a staff member appointed by the Planning Director and approved by the Commission. See RIGL § 45-23-55.

Aggrieved Party: An aggrieved party shall be:

1. any person or persons or entity or entities who can demonstrate that their property will be injured by a decision of any municipal body or employee responsible for administering these Regulations; or
2. anyone requiring notice pursuant to these Regulations.

Agricultural Land: Land suitable for agriculture due to suitability of soil or other natural characteristics or past use for agricultural purposes. Agricultural land includes that defined as prime farmland or additional farmland of statewide importance for Rhode Island by the National Resource Conservation Service, (NRCS) of the United States Department of Agriculture, (USDA).

Applicant: An owner or authorized agent of the owner submitting an application or appealing an action of any official board or agency.

Board of Appeal: The local review authority for appeals of actions of the Administrative Officer, which shall be the Zoning Board of Review, constituted as the board of appeal. See RIGL § 45-23-57. See "Platting Board of Review."

Bond, Performance: See "improvement guarantee."

Buildable Lot: A lot where construction for the use(s) permitted on the site under the Zoning Ordinance is considered practicable by the Commission, considering the physical constraints to development of the site as well as the requirements of pertinent federal, state, and local regulations. See RIGL § 45-23-60(4).

Certificate of Completeness: A notice issued by the Administrative Officer informing the Applicant that the application is complete and meets the requirements of these Regulations and that the Applicant may proceed with the review process.

City Engineer: The Director of Public Works, who is the ex-officio City Engineer. The Director of Public Works shall empower their Engineering Division to act on their behalf in matters relating to these Regulations.

City Plan Commission: The official planning agency of the City of Cranston.

Concept Plan: A plan with accompanying information showing the basic elements of a proposed subdivision or land development used for pre-application conferences and early discussions and classification of the project within the approval process.

Consistency With Comprehensive Plan: A requirement of all local land use regulations which means that all these Regulations and subsequent actions shall be in accordance with the public policies arrived at through detailed study and analysis and adopted by the City Council as the Comprehensive Plan, in accordance with RIGL § 45-22.2-3.

Dedication, Fee In-Lieu-Of: Payments of cash, which are authorized when requirements for mandatory dedication of land are not met because of physical conditions of the site or other reasons. The conditions under which such payments will be allowed and all formulas for calculating the amount shall be specified in advance in the local regulations. See RIGL § 45-23-47

Development Plan Review: Design or site plan review of a development of a permitted use. DPR shall be used to encourage a development to comply with design and/or performance standards of under specific and objective guidelines for developments including, but not limited to:

1. A change in use at the property where no extensive construction of improvements is sought;
2. An adaptive reuse project located in a commercial zone where no extensive exterior construction of improvements is sought;
3. An adaptive reuse project located in a residential zone which results in less than nine (9) residential units;
4. Development in a designated urban or growth center;
5. Institutional development design review for educational or hospital facilities; or
6. Development in a historic district.

Development Regulation: Zoning, subdivision, land development plan, development plan review, historic district, official map, flood plain regulation, soil erosion control, or any other governmental regulation of the use and development of land.

Division Of Land: A subdivision.

Easement: The right of a party to use all or part of the property of another for a specific purpose.

Endorsement: The signature of the Administrative Officer or Commission President on an approved plat, permitting recording of the plat, or as further provided in Section VI.

Environmental Constraints: Natural features, resources, or land characteristics that are sensitive to change and may require conservation measures or the application of special development techniques to prevent degradation of the site, or may require limited development, or in certain instances, may preclude development. See also physical constraints to development.

Final Plan: The final stage of subdivision or land development review. See RIGL § 45-23-43.

Final Plat: The final drawing(s) of all or a portion of a subdivision, to be recorded in the City Clerk's Land Evidence Records Office after approval by the Commission and any accompanying material as described in the Regulations and/or required by the Commission.

Floodplain Or Flood Hazard Area: An area that has a one percent (1%) or greater chance of inundation in any given year, as delineated by the Federal Emergency Management Agency pursuant to the National Flood Insurance Act of 1968, as amended (P.L. 90-448) [42 U.S.C. 4011 et. seq.].

Floor Area, Gross: See RI State Building Code.

Governing Body: The body of the local government, generally the city or town council, having the power to adopt ordinances, accept public dedications, release public improvement guarantees, and collect fees.

Impact Fee: A one-time charge levied on new residential subdivisions and land developments in order to generate revenue for funding capital improvements necessitated by such new development.

Improvement: Any natural or built item which becomes part of it, is placed upon, or is affixed to real estate.

Improvement Guarantee: A security instrument accepted by the Commission to ensure that all improvements, facilities, or work required by these Regulations or as a condition of approval will be completed in compliance with the approved plans and specifications. See RIGL § 45-23-46.

Land Development Project: A project in which one (1) or more lots, tracts, or parcels of land or a portion thereof are developed or redeveloped as a coordinated site for one (1) or more uses, units, or structures, including but not limited to, planned development or cluster development for residential commercial, institutional, recreational, open space, or mixed uses.

1. **Minor Land Development Project:** A land development project involving any one the following:
 - a. Less than 50,000 gross square feet of floor area of new commercial or institutional development or that involves less than five (5) acres of disturbed land; or
 - b. Less than 100,000 gross square feet of floor area of new industrial development or that involves less than ten (10) acres of disturbed land; or
 - c. An expansion of up to fifty percent (50%) of existing floor area or up to ten-thousand (10,000) square feet for commercial, manufacturing, or industrial structures; or
 - d. Mixed-use development consisting of up to six (6) dwelling units and two-thousand five hundred (2,500) gross square feet of commercial space or less; or
 - e. Multi-family residential or residential condominium development of nine (9) units or

less; or

- f. Change in use at the property where no extensive construction of improvements are sought; or
- g. An adaptive reuse project of up to twenty-five thousand (25,000) square feet of gross floor area located in a commercial zone where no extensive exterior construction of improvements is sought; or
- h. An adaptive reuse project located in a residential zone which results in less than nine (9) residential units.

The process by which minor land development projects are reviewed by the Commission, DPRC, and/or Administrative Officer is set forth in RIGL § 45-23-38 and **Section [X]** of these Regulations.

Major Land Development Project: A land development project involving any one the following:

1. A Land Development Project which exceeds the thresholds for a Minor Land Development Project as set forth in these Regulations.
2. A Land Development Project that proposes to construct a Mixed Use Planned Development (MPD) as defined and regulated under Section IV.A of these regulations and/or Chapter 17.96 Planned Districts Generally and Chapter 17.100 MPD Mixed Use Planned Districts of the Zoning Ordinance.

The process by which major land development projects are reviewed by the Commission is set forth in RIGL § 45-23-39 and **Section [X]** of these Regulations.

Land Suitable For Development: The total land area, less land unsuitable for development.

Land Unsuitable For Development:

1. Fresh water wetlands ~~are, except that area of perimeter wetland within fifty (50) feet of the edge of any bog, marsh, swamp or pond; or any applicable 100 foot or 200 foot riverbank wetlands,~~ as defined by RIGL § 2-1-20, as amended.
2. Areas within the Federal Emergency Management Agency floodway of a 100-year flood zone as shown on the Flood Insurance Rate Maps, 1984 as amended, and as defined by Section 17.16.050 of the Zoning Ordinance;
3. Land within any publicly or privately held easement on which above and below-ground utilities, including, but not limited to electrical transmission lines, are constructed and/or located.

Lot: Either:

1. The basic development unit for determination of lot area, depth, and other dimensional regulations; or

2. A parcel of land whose boundaries have been established by some legal instrument such as a recorded deed or recorded map and which is recognized as a separate legal entity for purposes of transfer of title.

Maintenance Guarantee: A security instrument accepted by the Commission to ensure that all improvements, facilities, or work required by these Regulations, or as a condition of approval, will function as required for a specified period of time. Also see "Improvement Guarantee."

Master Plan: An overall plan for a proposed project site outlining general, rather than detailed, development intentions. It describes the basic parameters of a major development proposal, rather than giving full engineering details. It is required for review of major land development projects and major subdivisions only. It is the first formal review step of the major land development or major subdivision process and the step in the process in which the public hearing is held. See RIGL § 45-23-39.

Modification of Requirements: See RIGL § 45-23-62 and "waiver of requirements."

Non-Buildable Lot: A parcel of land recorded in the City Clerk's Land Evidence Records Office that is created or reserved for a purpose other than present or future construction of buildings or structures.

Parcel: A lot or contiguous group of lots in single ownership or under single control and usually considered a unit for purposes of development. Also referred to as a tract.

Parking Area or Lot: All that portion of a land development project that is used by vehicles, the total area used for vehicular access, circulation, parking, loading and unloading.

Permitting Authority: The local agency of government, meaning any board, commission, or administrative officer, specifically empowered by state enabling law and local ordinance to hear and decide on specific matters pertaining to local land use.

Phase: A portion of a subdivision or land development project to be developed, or sold as lots, at a particular time, as part of an effort to coordinate population growth with the availability of facilities and services.

Phased development: Development, usually for large scale projects, where construction of public and/or private improvements proceeds by section(s) subsequent to approval of a master plan for the entire site. See RIGL § 45-23-48.

Physical Constraints to Development: Characteristics of a site or area, either natural or man-made, which present significant difficulties to construction of the uses permitted on that site or would require extraordinary construction methods. See "Environmental Constraints."

Plat: A drawing or drawings of a subdivision or land development project showing the location, boundaries, and lot lines of individual properties, as well as other necessary information as specified in these Regulations.

Platting Board of Review: The local review authority for appeals of actions of the Administrative Officer, which shall be the Zoning Board of Review. See RIGL § 45-23-57. See "Board of Appeals."

Pre-Application Conference: An initial meeting between developers and municipal representatives which affords developers the opportunity to present their proposals informally and to receive comments and direction from municipal officials and others. See RIGL § 45-23-35.

Preliminary Plan: A required stage of land development and subdivision review that requires detailed drawings. See RIGL § 45-23-39.

Commented [PI1]: Redacted state and federal permits from definition per state law.

Prime Farmlands And Farmlands of Statewide Importance: Those lands that meet the applicable criteria as established by the National Resource Conservation Service of the USDA. Specific map units are listed in the National Resource Conservation Service fact sheet "Identification of Important Farmlands", issued 1980 as amended. See "Agricultural Land."

Public Hearing: A hearing before the [City Plan](#) Commission which is duly noticed in accordance with RIGL § 45-23-42 and which allows public comment. A public hearing is not required for an application or stage of approval unless otherwise stated in RIGL Chapter 45-23.

Public Improvement: Any street or other roadway, sidewalk, pedestrian way, tree, lawn, off-street parking area, drainage feature, or other facility for which the City or other governmental entity is presently responsible or will ultimately assume responsibility for maintenance and operation upon municipal acceptance.

Residential Development: Development consisting entirely of single-family or multiple family dwelling units. A dwelling unit is a structure or portion thereof providing complete, independent living facilities for one (1) or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation and containing a separate means of ingress and egress.

Site Plan: The development plan for one (1) or more lots on which is shown the existing and/or the proposed conditions of the lot.

Slope of Land: The grade, pitch, rise, or incline of the topographic landform or surface of the ground.

Stormwater Detention: A provision for storage of stormwater runoff and the controlled release of such runoff during and after a flood or storm.

Stormwater Retention: A provision for storage of stormwater runoff.

Street: A public or private thoroughfare used or intended to be used for passage or travel by motor vehicles. Streets are further classified by the functions they perform. See "Street Classification."

Street, Access To: An adequate and permanent way of entering a lot. All lots of record shall have access to a public street for all vehicles normally associated with the uses permitted for that lot.

Street, Alley: A public or private thoroughfare primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on some other street.

Street, Cul-De-Sac: A local street with only one (1) outlet and having an appropriate vehicular turnaround, either temporary or permanent, at the closed end.

Street, Limited Access Highway: A freeway or expressway providing for through traffic. Owners or occupants of abutting property on lands and other persons have no legal right to access, except at such points and in such manner as may be determined by the public authority having jurisdiction over the highway.

Street, Private: A thoroughfare established as a separate tract for the benefit of multiple, adjacent properties and meeting specific, municipal improvement standards. This definition does not apply to driveways.

Street, Public: All public property reserved or dedicated for street traffic.

Street Right-of-Way: The entire area to be dedicated for street use, including the pavement or travel surface, and the areas on both sides of the pavement or travel surface that may be reserved for installation of sidewalks, utilities, drainage improvements or other purposes.

Street, stub: A portion of a street reserved to provide access to future development, which may provide for utility connections.

Street Classification: A method of roadway organization which identifies a street hierarchy according to function within a road system, that is, types of vehicles served and anticipated volumes, for the purposes of promoting safety, efficient land use and the design character of neighborhoods and districts. Local classifications shall use the following as major categories:

1. **Arterial**. A major street that serves as an avenue for the circulation of traffic into, out of, or around the City and carries high volumes of traffic.
2. **Collector**. A street whose principal function is to carry traffic between local streets and arterial streets but that may also provide direct access to abutting properties.
3. **Local**. Streets whose primary function is to provide access to abutting properties.

Subdivider: Any person who:

1. having an interest in land, causes it, directly or indirectly, to be divided into a subdivision; or
2. directly or indirectly sells, leases or develops or offers to sell, lease or develop, or advertises to sell, lease or develop any interest, lot, parcel, site, unit or plat in a subdivision; or
3. engages directly or through an agent in the business of selling, leasing, developing, or offering for sale, lease, or development a subdivision of any interest, lot, parcel, site, unit, or plat in a subdivision.

Subdivision: The division of a lot, tract, or parcel of land into two (2) or more lots, tracts, or parcels or any adjustments to existing lot lines shall be considered a subdivision.

1. **Administrative subdivision**. Subdivision of existing lots which yields no additional lots for development and involves no creation or extension of streets. This subdivision only involves division, mergers, mergers and division, or adjustments of boundaries of existing lots. The process by which an administrative officer or municipal planning board or commission reviews any subdivision qualifying for this review is set forth in RIGL § 45-23-37.

2. Minor subdivision. A subdivision creating nine (9) or fewer buildable lots. The process by which a municipal planning board, commission, technical review committee, and/or administrative officer reviews a minor subdivision is set forth in RIGL § 45-23-38.
3. Major subdivision. A subdivision creating ten (10) or more buildable lots. The process by which a municipal planning board or commission reviews any subdivision qualifying for this review under RIGL § 45-23-39.

Technical Review Committee: A committee appointed by the City for the purpose of reviewing, commenting, approving, and/or making recommendations to the City Plan Commission or Administrative Officer, as set forth in these Regulations. For the City, the Technical Review Committee shall be the Development Plan Review Committee as established by § 17.84.040 of the Zoning Ordinance.

Temporary Improvement: Improvements built and maintained by a developer during construction of a development project and prior to release of the improvement guarantee, but not intended to be permanent.

Vested Rights: The right to initiate or continue the development of an approved project for a specified period of time, under the regulations that were in effect at the time of approval, even if, after the approval, the Regulations change prior to completion of the project.

Waiver of Requirements: See RIGL § 45-23-62.

SECTION III – GENERAL REQUIREMENTS

A. The Administrative Officer

1. Administration
 - a. Administration of these Regulations shall be under the direction of the Administrative Officer, who shall report to the City Plan Commission. The Administrative Officer shall be a staff member or members appointed by the City Planning Director and approved by the City Plan Commission.
 - b. Qualifications and procedure for the appointment of the City Planning Director are regulated by Chapter 13 of the City Charter.
2. Duties & Responsibilities

The duties and responsibilities of the Administrative Officer shall include, but not be limited to:

 - a. Coordinating the review, approval, recording, and enforcement provisions of these Regulations;
 - b. Coordinating the review and approval procedures for proposed subdivisions and land developments projects with adjacent municipalities and as is necessary to be consistent with applicable federal, state, and local laws and as directed by the Commission;
 - c. To issue approvals and all other authority where specifically set forth in RIGL Chapter 45-23;
 - d. Advising Applicants as to which category of approval for a proposed subdivision or land development project is required; and,
 - e. Enforcing these Regulations as provided in Section IX of these Regulations. The Administrative Officer is responsible for coordinating the enforcement efforts of the zoning enforcement officer, the building inspector, planning department staff, the City Engineer, the Department of Public Works, and other local officials responsible for the enforcement or carrying out of discrete elements of the regulations.

B. The City Plan Commission

1. Meetings: The City Plan Commission shall hold at least one (1) regularly scheduled meeting per month. Special meetings may be called by the President upon giving 48-hour notice to the membership.
2. Quorum: Unless otherwise provided by statute, a majority of the commissioners shall constitute a quorum for the conduct of business.
3. Agenda: An Agenda for each regular meeting shall be prepared by the Department of City Planning. The Agenda shall be posted and shall be emailed to the City Plan Commission no later than ~~7-days~~five (5) days -prior to each regular monthly meeting.

The Agenda may be amended ~~at any time~~ no less than forty-eight (48) hours prior to the meeting.

4. Records: All records of the Commission's proceedings and decisions shall be in writing and shall be kept permanently available for public review. Completed applications for proposed subdivisions and land development projects under review by the Commission shall also be available for public review.
5. Participation in a Commission meeting or other proceedings by any party shall not be cause for civil action or liability except for acts not in good faith, intentional misconduct, knowing violation of law, transactions where there is an improper personal benefit, or malicious, wanton, or willful misconduct.
6. All written comments to the Commission from the Administrative Officer, municipal departments, state and federal agencies, and local boards or commissions shall be part of the permanent record of the subdivision or land development project application.
7. All votes of the Commission shall be made part of the permanent record and shall show the Commissioners present and their votes. A decision by the Commission to approve any subdivision or land development project application requires a vote for approval by a majority of the Commissioners present at the time of the vote. A decision by the Commission to approve a variance or special-use permit pursuant to unified development review requires a vote for approval by a majority of the Commissioners that were present at the public hearing at which the request was heard.

C. Development Classification

1. The Administrative Officer shall advise an Applicant as to which application for development approval is required for a project.
2. The following of applications for development, as defined in §II Definitions of these Regulations, may be filed:
 - a. Administrative subdivision
 - b. Minor subdivision
 - c. Major subdivision
 - d. Minor land development project
 - e. Major land development project
 - f. Development plan review
3. An Applicant shall not be required to obtain both subdivision / land development project approval and development plan review approval for the same Application.

Table II Project Classification	
Minor Land Development	Less than 50,000 gross square feet of floor area of new commercial or institutional development or that involves less than 5 acres of disturbed land
	Less than 100,000 gross square feet of floor area of new industrial development or that involves less than 10 acres of disturbed land
	An expansion of up to fifty percent (50%) of existing floor area or up to ten thousand (10,000) square feet for commercial, manufacturing or industrial structures;
	Mixed-use development consisting of up to six (6) dwelling units and two thousand five hundred (2,500) gross square feet of commercial space or less;
	Multi-family residential or residential condominium development of nine (9) units or less
	Change in use at the property where no extensive construction of improvements are sought
	An adaptive reuse project of up to twenty-five thousand (25,000) square feet of gross floor area located in a commercial zone where no extensive exterior construction of improvements is sought
	An adaptive reuse project located in a residential zone which results in less than nine (9) residential units;
Major Land Development	A land development project which exceeds the thresholds for a minor land development project as set forth in these Regulations.
	A Land Development Project that proposes to construct a Mixed Use Planned Development (MPD) as defined and regulated under Section IV.A of these regulations and/or Chapter 17.96 Planned Districts Generally and Chapter 17.100 MPD Mixed Use Planned Districts of the Zoning Code
Administrative Subdivision	Subdivision of existing lots which yields no additional lots for development, and involves no creation or extension of streets. This subdivision only involves division, mergers, mergers and division, or adjustments of boundaries of existing lots.
Minor Subdivision	A subdivision creating nine (9) or fewer buildable lots.
Major Subdivision	A subdivision creating ten (10) or more buildable lots.
Unified Development Review ¹	A Subdivision / Land Development Project that requires zoning relief or a modification that has been denied.
1 Unified Development Review shall be processed in conjunction with the subdivision and land development process both major and minor.	

D. Application Review

Review of an application for proposed projects shall be conducted by the following entities:

TABLE III REVIEW BODY BY STAGE ¹				
	PRE-APPLI CATION MEETING	MASTE RPLA N	PRELIMIN ARY PLAN	FINAL PLAN
Pre-Application Meeting	Admin. Officer	n/a	n/a	n/a

TABLE IV STAGES OF REVIEW				
	PRE-APPLICATION MEETING	MASTER PLAN	PRELIMINARY PLAN	FINAL PLAN
Administrative Subdivision	n/a	n/a	n/a	Required
Minor Subdivision/Development ¹	Optional	n/a	Required	Required
Major Subdivision/Development ¹	Required	Required	Required	Required
Development Plan Review				
Administrative DPR	Required	n/a	n/a	Required
Full DPR	Required	n/a	Required	Required
¹ Unified Development Review [UDF] shall be processed in conjunction with the subdivision and land development process both major and minor.				

Administrative Subdivision				
Reviewed by Administrative Officer	n/a	n/a	Admin. Officer	Admin. Officer
Reviewed Commission	n/a	n/a	Commission	Admin. Officer
Minor Subdivision/Development				
W/Out Street Extension or UDR	n/a	n/a	Admin. Officer	Admin. Officer
W/Street Extension or UDR	n/a	n/a	90 days	Admin. Office
Major Subdivision/Development	n/a	Commission	Commission	Admin. Officer
Development Plan Review				
Administrative DPR	n/a	n/a	n/a	Admin. Officer
Full DPR	n/a	n/a	DPRC	Admin. Officer
¹ Unified Development Review [UDF] shall be processed in conjunction with the subdivision and land development process both major and minor.				

E. Application Submittal Deadlines

Applications for approval of subdivisions and land development projects shall be submitted complete and in proper format as established by these Regulations. The Department shall assess each Application for completeness and sufficiency prior to placement on the Agenda.

1. Applications for Master Plan Review shall be submitted to the Department no later than forty-five (45) days prior to the date of the regular Commission meeting.
2. Applications for Preliminary Plan Review, where a public hearing is required, shall be submitted no later than sixty (60) days prior to the date of the regular Commission meeting.

3. Applications for Final Plan Review shall be submitted to the Department no later than twenty-one (21) days prior to the regular Commission meeting.

F. Certification of Completeness

1. An Application shall be complete for purposes of commencing the applicable timeframe for required action when certified by the Administrative Officer. [See RIGL §45-23-38, 45-23-39 and 45-23-50 for applicable certification timeframes.]
2. Within the timeframe specified to certify an Application as complete, the Administrative Officer shall in writing:
 - a. Certify, by a Certificate of Completeness, that an Application is complete; or,
 - b. Identify, by a Certificate of Incompleteness, that an Application lacks documents or information, as specified by these Regulations required for an Application to be complete.
3. If a Certificate of Completeness or Incompleteness for an Application is not made within the time specified by these Regulations, the Application shall be deemed complete for purposes of commencing the review period.

TABLE V CERTIFICATION TIMEFRAME ¹			
	MAST R PLAN	PRELIMIN ARY PLAN	FINAL PLAN
Administrative Subdivision	n/a	n/a	15 days
Minor Subdivision/Development			
W/Street Extension or UDR	n/a	25 days	25 days
W/Out Street Extension or UDR	n/a	15 days	15 days
Major Subdivision/Development	25 days	25 days	15/25 days ^{2,3}
Development Plan Review	n/a		
Administrative DPR	n/a	n/a	15/25 days ²
Full DPR	n/a	15/25 days ⁴	15/25 days ^{2,3}
<p>1 In no event will the Administrative Officer be required to certify a corrected submission as complete or incomplete less than 10 days after its resubmission.</p> <p>2 Timeframe may be extended to 25 days by written notice that the final plans contain .changes to or elements not included in the preliminary plan approval.</p>			

3 The AO shall notify the applicant in writing within 14 days of submission of final plan if the AO determines the changes to be a major change.

4 Certification may be extended to 25 days if project includes a street extension or requires a UDR.

TABLE V REVIEW TIMEFRAME¹

	PRE-APPLICATION MEETING	MASTER PLAN	PRELIMINARY PLAN	FINAL PLAN
Pre-Application Meeting	60 days	n/a	n/a	n/a
Administrative Subdivision				
Reviewed by AO	n/a	n/a	n/a	15 days
Reviewed by Commission	n/a	n/a	n/a	65 days
Minor Subdivision/Development				
W/Street Extension or UDR	n/a	n/a	95 days	25 days ²
W/Out Street Extension or UDR	n/a	n/a	65 days	25 days ²
Major Subdivision/Development	n/a	90 days	90 days	45 days ^{2,3,4}
Development Plan Review				
Administrative DPR	n/a	n/a	n/a	25 days
Full DPR	n/a	n/a	60 days	45 days
<p>1 Time for review starts upon issuance of a Certificate of Completeness.</p> <p>2 If the Administrative Officer determines that the final plans contains a major change, the plan shall be approved by the applicable permitting authority and follow the same review and hearing process required for approval of preliminary plans.</p> <p>3 The AO shall notify the applicant in writing within 14 days of submission of final plan if the AO determines the changes to be a major change</p>				

G. Application Revisions

1. Notwithstanding other provisions of this section, the Administrative Officer, the DPRC, or the Commission may require correction of any information found to be in error and the submission of additional information specified in the Regulations but not required by the Administrative Officer prior to certification, as is necessary to make an informed decision.
2. Where the review is postponed, with the consent of the Applicant, pending further information or revision of information, the time period for review is stayed and resumes when the Administrative Officer, the DPRC, or the Commission determines that the required additional materials have been submitted.

H. Public Hearing & Notice

Where a public hearing is required pursuant to these Regulations, the following requirements shall apply:

1. Notice:
 - a. Public notice of the hearing shall be given at least fourteen (14) days prior to the date of the public hearing in a newspaper of general circulation within the City. Newspaper ads shall be printed using a type size at least as large as the normal type size used by the newspaper in its news section and shall contain the information specified below.
 - b. Notice shall be sent by the Applicant upon forms to be provided by the Planning Department to the Applicant and to each Owner within the notice area, by certified mail, return receipt requested, of the date, time, and place of the hearing not less than ten (10) days prior to the date of the hearing.
 - c. Notice shall also be sent to any individual or entity holding a recorded conservation or preservation restriction on the property that is the subject of the Application.
 - d. All notices required by this section shall specify:
 1. the date, time, and place of the public hearing;
 2. the assessor's plat(s) and lot(s) number(s) of the subject property;
 3. the street address of the subject property, or if no street address is available, the name of the street(s) on which or near which the subject property is located and the distance and direction from the nearest existing street intersection in tenths (1/10's) of a mile;
 4. advise interested parties where and when a copy of the plans of the proposed subdivision or land development project may be examined; and,

5. contain a statement that the proposed subdivision or land development project may be revised by the Commission as a result of further study or because of the views expressed at the public hearing.

2. Area:

- a. The distance for notice of the public hearing shall be 100' from the perimeter of the parcel being subdivided or developed in all zoning districts. **The Applicant shall be responsible for mailing of notices and determining the correct names and addresses of all Owners required to be notified, and shall, at a minimum, be as accurate as the most current names and addresses listed by the Tax Assessor. Applicant shall provide a notarized affidavit attesting all notices were sent in accordance with these Regulations.**
- b. Watersheds. Additional notice within watersheds shall also be sent as required in RIGL § 45-23-53(b) and (c).
- c. Adjacent municipalities. Notice of the public hearing shall be sent by the Administrative Officer to the Administrative Officer of an adjacent municipality if:
 1. the notice area extends into the adjacent municipality, or
 2. the development site extends into the adjacent municipality, or
 3. there is a potential for significant negative impact on the adjacent municipality.

3. Cost: The cost of all notice shall be borne by the Applicant.

TABLE VI REQUIRED PUBLIC MEETING				
	PRE-APPLICATIO N MEETING	MASTER PLAN	PRELIMINAR Y PLAN	FINAL PLAN
Pre-Application Meeting	No Hearing	n/a	n/a	n/a
Administrative Subdivision	No Hearing	n/a	n/a	No Hearing
Minor Subdivision/Development				
W/Street Extension or UDR	No Hearing	n/a	Public Hearing	No Hearing
W/Street Extension or UDR	No Hearing	n/a	Public Hearing	No Hearing
Major Subdivision/Development ¹	No Hearing	Public Hearing	Notice to Abutters	No Hearing
Development Plan Review				
Administrative DPR	No Hearing	n/a	n/a	No Hearing
Full DPR	No Hearing	n/a	Public Meeting	No Hearing
Changes to Approved Plan				
Minor Changes	n/a	n/a	n/a	No Hearing

Major Changes	n/a	n/a	n/a	Public Hearing 2
1. Including applications for Unified Development Plan Review 2. For Minor Subdivision/Land Development a public hearing shall be required if originally required as part of the application.				

I. Impact Assessment

Commented [P12]: Check definition, if none, define.

1. An Impact Assessment may be required for any subdivision or land development project that meets any of the following criteria:
 - a. A Land Development Project that proposes to construct commercial/institutional building(s) of 100,000 square feet or more of gross floor area or that involves eight (8) or more acres of disturbed land;
 - b. A Land Development Project that proposes to construct industrial building(s) 150,000 square feet or more of gross floor area or that involves fifteen (15) or more acres of disturbed land;
 - c. A Land Development Project that proposes to construct a Mixed Use Planned Development (MPD) as defined and regulated under Section IV(A) of these Regulations and/or Chapter 17.96 Planned Districts Generally and Chapter 17.100 MPD Mixed Use Planned Districts of the Zoning Ordinance that is ten (10) acres or larger.
 - d. A Land Development Project that proposes to develop a multi-family residential project of 100 units or more where subdivision of the land is not requested or required. **For a parcel of land which has been partially developed at some time since January 1, 1966, the units resulting from said development shall be included in calculating the total number of units being developed on a parcel.**
 - e. A Subdivision that proposes to create fifty (50) or more buildable lots or involves fifteen (15) or more acres of disturbed land.
2. The **Administrative Officer** may determine that an Impact Assessment is not required. In making the determination, the **Administrative Officer** shall identify the potential impacts that may be generated by a subdivision or land development project and shall make findings for the record as to why said impacts will not require further review through an Impact Assessment.
3. For any subdivision or land development project not meeting the criteria above, the Administrative Officer may require an Impact Assessment if it is determined that there is a reasonable expectation that a proposed subdivision or land development project will have a significant negative impact on a site or nearby properties, or on the built or natural environment. Said determination shall be made prior to any initial public meeting or hearing.

4. Should the Administrative Officer require an Impact Assessment, an Applicant may request that the Commission review and confirm the Administrative Officer's determination.

J. Required Findings

The requirements listed below shall be applicable to all Applications categories, unless otherwise specifically provided. Prior to final approval of any subdivision of land development project, the Commission, the Administrative Officer, or the DPRC shall address the general purposes cited in RIGL § 45-23-30 and Section I(C) of these Regulations and shall make positive findings on all of the standards listed below for the project record. If a negative finding for any of these standards is made, the Commission, the Administrative Officer, or the DPRC shall have grounds for denial of an Application.

1. Each subdivision or land development project shall be consistent with the requirements of the Comprehensive Plan or shall satisfactorily address the issues where there may be inconsistencies;
2. For subdivisions, each lot shall conform to the standards and provisions of the Zoning Ordinance, with the exception that lots being created for purposes other than that of development need not meet area and other dimensional requirements of the Zoning Ordinance provided that:
 - a. A notation is shown on the recorded plat that the lot in question is not a buildable lot; or is being dedicated to the City for public infrastructural purposes; and,
 - b. A conservation or preservation easement pursuant to Title 34, Chapter 39 of the Rhode Island General Laws, as amended, is granted to the City prohibiting any such present or future development.
3. There will be no significant negative environmental impacts from the proposed development as shown on the final plan, with all required conditions for approval;
4. The subdivision as proposed will not result in the creation of individual lots with such physical constraints to development that building on those lots according to pertinent regulations and building standards would be impracticable. See definition of "buildable lot". Lots with such physical constraints to development may be created only if identified as permanent open space or permanently reserved for a public purpose on the approved, recorded plans;
5. All proposed land developments and all subdivision lots shall have adequate and permanent physical access to a public street. Lot frontage on an accepted or approved street without physical access shall not be considered compliance with this requirement;
6. Each subdivision and land development shall provide for safe and adequate local circulation of pedestrian and vehicular through traffic, for adequate surface water runoff, for suitable building sites, and for preservation of natural, historical, or cultural features that contribute to the attractiveness of the community; and,

- 7. The design and location of streets, building lots, utilities, drainage improvements and other improvements in each subdivision shall minimize flooding and soil erosion.

K. Precedence of Approvals Between City Plan Commission & City Council

Where an Application requires both City Plan Commission approval and City Council approval for a Zoning Ordinance or Zoning Map change, the Applicant shall first obtain an advisory recommendation on the zoning change from the City Plan Commission as well as conditional Commission approval for the first approval stage for the proposed project, which may be simultaneous, then obtain a conditional zoning change from the City Council and then return to [the Commission](#) for subsequent required approval(s).

L. Filing Fees¹

The following fees shall be paid by an Applicant for the review of any subdivision and/or land development project, for the adequate review and hearing of applications, issuance of permits, and the recording of the decisions thereon:

- 1. Administrative Subdivision..... \$100
- 2. Minor Land Development Project & Minor Subdivision²
 - a. Pre-application Conference & Concept Review:..... \$100 + \$20 per unit
 - b. Preliminary:..... \$300 + \$35 per unit
 - c. Final:** \$200 + \$35 per unit
- 3. Major Land Development Project & Major Subdivision³
 - a. Pre-application Meeting and Concept Review..... \$100 + \$20 per unit*
 - b. Master:..... \$500 + \$75 per unit*
 - c. Preliminary:..... \$500 + \$75 per unit*
 - d. Final:** \$300 + \$75 per unit*

* For commercial or industrial developments, and non-residential elements of Mixed Used Planned Districts, unit fees indicated above shall be assessed per developed acre or per 1,000 square feet of gross floor area, whichever is greater.

** If Final Plans are not recorded either within one (1) year of the approval of Preliminary Plans [if a project is bonded] or by the time specified in the City Plan Commission’s decision [if the public improvements are to be constructed by the applicant] the fee to be charged at the Final Plan stage is increased by 50%.

***This fee schedule shall be effective as of date of adoption, 2007, and shall be automatically adjusted on July 1st in subsequent years. The basis for said adjustment shall be the percentage increase/decrease in the Planning Department’s budget between the then fiscal year and the upcoming fiscal year.

¹ Amended July 1997
² Amended October 2007
³ Amended October 2007

4. Recording of Plan: As provided in Title 34, Chapter 13 of the Rhode Island General Laws.
5. Inspection Fees: Two percent (2%) of the total estimated cost of all required improvements as estimated in accordance with the procedure established in Section VII. Inspection fees shall be paid in full before construction begins of any improvements requiring inspection.
6. Advertising / Mailings: The cost of all required advertisements and mail notices for all Applications shall be borne by the Applicant.
7. Extensions of Time:
 - a. Administrative Subdivision \$100.00
 - b. Minor Subdivision..... \$100.00
 - c. Major Subdivision..... \$300.00
 - d. Land Development Project..... \$300.00
8. Reinstatement of Approval:
 - a. Minor Subdivision..... \$200.00
 - b. Major Subdivision..... \$600.00
 - c. Land Development Project..... \$600.00
9. Professional Review Fees:
 - a. The City Plan Commission may require an Applicant to pay professional review fees so that the City may hire outside professionals to conduct peer review of impact analyses submitted by Applicant and to conduct independent reviews. The elements of an Application for which the Commission may require professional review fees shall include, but not be limited to, the following: drainage, traffic, noise, environmental assessments, and geotechnical sampling and testing. The amount of the fee shall be based upon written cost estimates prepared by qualified consultants in response to a written scope of work prepared by the Administrative Officer. The Applicant shall be afforded opportunity to review and comment on the scope of work and the proposed fees. These review fees shall be deposited in an escrow account established by the City and dedicated solely for expenditure to the selected consultant.
 - b. When such peer review is required by the City Plan Commission, the Commission shall so indicate at the Master Plan stage of review, based upon a recommendation of staff. This shall not preclude the City Plan Commission from requiring such outside professional review at a later stage in the review process if additional information is received which leads the Commission to believe that such is required for an adequate review of the Application.
 - c. As part of the public record the City Plan Commission shall indicate its intent to spend any portion of this account and shall specify the purpose for the proposed expenditure(s). Those funds deposited by the Applicant and not spent by the City Plan Commission in the course of its review shall be returned to the Applicant

within thirty (30) days after the City Plan Commission renders its final decision on the Application.

10. Informational & Public Hearing Fees:..... \$125.00

11. Stenographer Fee:..... \$350.00

M. Dedication of Fees / Land for Public Improvements

1. Capital Facilities Development Impact Fee

- a. In order to adequately provide for expansion of Cranston's municipal capital facilities in the functional categories of recreation, police, library, and roadway, the City Council hereby determines that it is in the public interest to enact and impose a Capital Facilities Development Impact Fee on all future residential development. The purpose of collecting the Capital Facilities Development Impact Fee (hereinafter called "the Fee") is to recover a fair share of the cost the City incurs to provide expansion of its major capital facilities, to an accepted standard, as Cranston continues to grow. The assessment charged to the subdivider/developer under this section is calculated on a per unit basis. The Fees collected shall be assessed in accordance with the table set forth in subsection "E" of this section and deposited into separate non-lapsing trust funds for each of the functional categories included. Expenditure of the proceeds collected through this Fee shall be restricted to the items listed in subsection (b) of this section as established and annually amended.
- b. In accordance with the stated purpose of this section, the Fee shall be assessed to new residential developments in order to defray a fair share portion of the cost for the following new or expanded capital facilities.

Functiona l Area	Land (Acre s)	Cost	Facilities	Cost
Recreatio n	59.0	\$1,180,000	Development of ball fields, basketball, tennis, soccer & other recreational facilities	\$ 389,000
Police	-0-	-0-	Building addition	\$ 828,970
Library	-0-	-0-	Oaklawn addition	\$ 82,500
Library	2.0	\$ 40,000	New Branch	\$ 450,000
Roadway	NA	Included in Developm ent cost	Improvements to various arterial roads in Western Cranston	\$4,880,000
TOTAL	61.0	\$1,220,000		\$6,630,470

- c. Establishment of Facility Service Area: In order to properly assess the Fee for each functional category to those developments reasonably related to the facility need created, the following service areas are hereby established. These service areas shall be recognized for the lifetime of their corresponding funds or until such time, if any, that the standards currently used are amended. Service areas

may be expanded, reduced, moved geographically, added, or deleted only by a majority vote of the City Plan Commission.

- Recreation Citywide
- Police Citywide
- Library Western Cranston
- Roadway Western Cranston

d. Establishment of Non-lapsing Trust Funds: In accordance with the specified goals and objectives of this section, there are hereby established the following non-lapsing trust funds into which the proceeds collected under subsection "E" of this section shall be deposited.

1. Recreation Trust Fund
2. Police Trust Fund
3. Library Trust Fund
4. Roadway Trust Fund

These trust funds shall be the only funds into which the Fee proceeds may be deposited until such time as (a) all capital facilities to be financed by such funds are completed, after which, said fund shall be retired, or (b) the need for additional fund(s) are deemed necessary by the City Council and subsequently established.

e. Assessment of Fees: There is hereby established a Capital Facilities Development Impact Fee schedule for the four (4) functional categories of recreation, police, libraries, and roadways, as follows:

1. For developments outside Western Cranston:

Recreation	\$422.34 / dwelling unit
Police	\$171.12 / dwelling unit
TOTAL	\$593.46 / dwelling unit

2. For developments in Western Cranston:

Recreation	\$422.34 / dwelling unit
Police	\$171.12 / dwelling unit
Library	\$181.21 / dwelling unit
Roadways	\$614.83 / dwelling unit
TOTAL	\$1,389.50 / dwelling unit

f. Collection of Fees⁴: This Fee is applicable to all subdivisions and land development projects except administrative plans that are recorded with the City Clerk's Land Evidence Records Office after the effective date of this ordinance. The City Plan Commission shall assess the Fee at the time of Final Plan

⁴ Amended July, 1997

approval. The City Treasurer shall collect said Fee prior to recording. The proceeds shall be deposited into the appropriate fund as determined by the City Plan Commission in accordance with the formula set forth in subsection "E" of this section.

g. Exemptions:

1. Any parcel of land which, on the effective date of this ordinance, (1987) has been recorded with the City Clerk's Land Evidence Records Office as part of an accepted plat or subdivision.
2. All subdivisions and land development projects designated solely for the purpose of establishing and carrying on commercial or industrial business operations.
3. At the discretion of the City Plan Commission, by a majority vote, all or part of the Fee, for any or all functional categories, may be waived in return for land dedication or provision or construction of specific improvements of equal or greater value to that which is waived. In special cases where the value of the land and/or improvements to be dedicated to the City exceed the total required Fee amount, the City Plan Commission may, by majority vote, grant the subdivider a credit which may be used toward a Fee payment on future development subject to the following conditions:
 - a. Both developments shall be located in the same facility service area for that portion of the fee credited.
 - b. Credits shall be used within three (3) years or within a time limit deemed reasonable by the City Plan Commission.
 - c. Credits shall be granted for a specific dollar value without interest accrual or increase in value corresponding to future increases in per unit fee amounts.
 - d. Credits cannot be sold or transferred except to developments that are to be located in the same facility service area as that in which the original credit was granted.

No exemption shall be granted for dedication of land for public road right-of-way; construction of roadways; installation of public water; surface drainage and/or detention basins; subsurface drainage; and subsurface wastewater removal systems required currently or in the future as a standard prerequisite for approval.

- h. Appeals: Any person who is aggrieved by any decision made by the City Plan Commission relative to the administration of this section may appeal that decision pursuant to restrictions and requirements described in Section XII below.
- i. Expenditures: Expenditures from funds established in subsection "D" of this section may be made by the City Council for the purposes of acquisition and

development of the major capital facilities identified in subsection "B" of the section, in conjunction with expenditures made for same through the City's Capital Budget & Improvement Program. All such expenditures must be directly related to the mitigation of the impacts of residential growth in the City.

- j. Annual Review: The City Plan Commission shall annually review the fee schedule established herein and shall report to the City Council, at its first meeting of each year, the results of such review including any recommended revisions of said schedule based on changes in construction or other capital cost indexes, and/or changes in zoning. The City Plan Commission shall also consider changes and/or amendments in the fee formulation and assessments, including the establishment of new trust funds for the purpose of collecting capital development impact fees for major capital facilities not currently anticipated.

**SECTION IV – REVIEW CRITERIA AND PROCEDURES FOR APPROVAL OF
SUBDIVISIONS & LAND DEVELOPMENT PROJECTS**

A. Pre-Application Conference & Concept Review

1. One (1) or more pre-application conferences shall be held for all major subdivisions and land development projects. Pre-application conferences may be held for all other application categories, upon request of either the Applicant or ~~the~~an Administrative Officer. Pre-application conferences allow the Applicant to meet with appropriate officials, boards and/or commissions, planning staff, and, where appropriate, state agencies, for advice as to the required steps in the approval process, the pertinent local plans, ordinances, regulations, rules, procedures, and standards which may bear upon the proposed development project.
2. An applicant wishing to obtain subdivision or land development project approval shall request a pre-application conference with the Administrative Officer to discuss the project. At said meeting:
 - a. The Department shall determine the type of application for development approval is required.
 - b. The Department shall determine if a pre-application conference with the Commission or DPRC would be required.
 - c. The Department may also advise an applicant as to how a subdivision or land development project can meet the goals and policies of the Comprehensive Plan with regard to preserving the character of the land, the natural environment, and the ability of the City to provide essential services.
3. At the pre-application stage, an Applicant may request to meet with the Commission or DPRC for an informal concept plan review for a major subdivision or major land development project. The purpose of the concept plan review is to provide Commission or DPRC input on the concept design at the formative stages of a major subdivision and major land development project.
4. Pre-application discussions shall be for the guidance of the Applicant and shall not be considered an approval of a subdivision or land development project or any of its elements.
5. Submission Requirements: Any applicant requesting pre-application meeting shall submit to the Administrative Officer the materials identified in §V.A. below.
6. Provided that at least one pre-application meeting has been held for a major land development or subdivision application or sixty (60) days has elapsed from the filing of the pre-application submission and no pre-application meeting has been scheduled to occur within those sixty (60) days, nothing shall be deemed to preclude an applicant from thereafter filing and proceeding with an application for a land development or subdivision project in accordance with § 45-23-36.

B. APPLICATION FOR ADMINISTRATIVE SUBDIVISION

1. Any applicant requesting approval of a proposed administrative subdivision shall submit to the Administrative Officer **the materials identified in §V.B. below, as deemed applicable by the Administrative Officer.**
2. An application shall be certified, in writing, as complete or incomplete by the Administrative Officer within 15 days from the date of its submission according to the provisions of § 45-23-36(b).
3. Application Review
 - a. Within 15 days of a certification of completeness, the Administrative Officer shall review an application and approve, deny, or refer it to the Commission with recommendations. The Officer shall report his/her actions to the Commission at its next regular meeting, to be made part of the record.
 - b. If the Administrative Officer takes no action within the 15 days of the submission of an application, the application shall be placed on the agenda of the next regular Commission meeting.
4. If referred to the Commission, the Commission shall consider the application and the recommendations of the Administrative Officer and shall either approve, approve with conditions, or deny the application within 65 days of a certification of completeness. Failure of the Commission to act within the period prescribed shall constitute approval of the administrative subdivision plan and a certificate of the Administrative Officer as to the failure of the Commission to act within the required time and the resulting approval shall be issued on request of the applicant.
5. Denial of an application by the Administrative Officer shall not be appealable and shall require the plan to be submitted as a minor subdivision application.
6. Any approval of an administrative subdivision shall be evidenced by a written decision which shall be filed and posted in the land evidence records in the office of the City Clerk⁵ as specified in RIGL §45-23-64.
7. Approval of an administrative subdivision shall expire 90 days after the date of approval unless within the 90 days a plat in conformity with such approval is submitted for signature and recording as provided in RIGL § 45-23-64.

C. Application for Minor Land Development and Minor Subdivision Review

1. Application Types
 - a. Applications requesting relief from the zoning ordinance.
 1. **Applications which require relief which qualifies only as a modification under RIGL § 45-24-46 and §17.20.13 of Zoning shall file an application and a**

⁵ Amended December 2001

request for a modification to the zoning enforcement officer. If a modification is granted, the application shall be reviewed by the Administrative Officer, DPRC or Commission pursuant to the applicable requirements of this section. If the modification is denied or an objection is received, as set forth in RIGL § 45-24-46 and §17.20.13 of Zoning, such application shall be reviewed by the Commission under unified development plan review pursuant to § 45-23-50.1.

2. Applications which require relief from the literal provisions of the zoning ordinance in the form of a variance or special use permit, shall be reviewed by the Commission under unified development plan review pursuant to RIGL § 45-23-50.1, and a request for review shall accompany the preliminary plan application.

- b. Any application involving a street creation or extension shall be reviewed by the Commission pursuant to the applicable requirements of this section and shall require a public hearing.
- c. Other applications.
 - 1. The Administrative Officer shall review and grant, grant with conditions or deny all other applications for minor subdivisions.
 - 2. The DPRC shall review and grant, grant with conditions or deny all other applications for minor land developments through the development plan review process.

2. Review Stages.

- a. The review of a minor subdivision or minor land development shall consist two stages: preliminary and final.
- b. The Administrative Officer may combine the review stages, upon a finding that the submission requirements for both stages have been met.
- c. If a street creation or extension is involved, or a request for variances and/or special-use permits are submitted, pursuant to the regulation's unified development review provisions, a public hearing is required before the Commission.

3. Certification.

- a. For the Preliminary and Final stages of review, the application shall be certified, in writing, complete or incomplete by the Administrative Officer within:
 - 1. 25 days of the submission of an application for minor subdivision or land development with a street creation or extension or a request for unified development review so long as a completed checklist of the requirements for submission are provided as part of the submission. Such certification shall be made in accordance with the provisions of § 45-23-36(b). or
 - 2. 15 days of the submission of a an application for minor subdivision or land development with no street creation or extension so long as a completed checklist of the requirements for submission are provided as part of the submission. Such certification shall be made in accordance with the provisions of § 45-23-36(b).

b. The running of the time periods set forth in this section shall be deemed stopped upon the issuance of a certificate of incompleteness of the application by the Administrative Officer and shall recommence upon the resubmission of a corrected application by the applicant. However, in no event shall the Administrative Officer be required to certify a corrected submission as complete or incomplete less than 10 days after its resubmission.

4. Re-Assignment To Major Subdivision Or Major Land Development

The Commission or Administrative Officer may re-assign a proposed an application for a minor subdivision or to a major subdivision review only when the Commission is unable to make the positive findings required in § 45-23-60.

5. Public Hearing and Notice Requirements:

A public hearing on the preliminary plan shall be required for a minor subdivision where a street extension or creation is proposed or that is being review by a unified development plan review. Public notice of the hearing shall be given in accordance with **SRR §IIIH**. Where no street extension or creation is proposed, a public hearing and newspaper notice is not required. **In such cases, notification of property owners within 100 feet of the applicant's property shall be required by first class mail, not less than 10 days prior to the date of the Administrative Officer's action on the subdivision.**

6. Preliminary Plan

a. Submission Requirements

Any applicant requesting preliminary approval of minor subdivision or land development shall submit the following materials or documents **identified in §V.C. below.**

b. Decision On Preliminary Plan

1. If no street creation or extension is required, the Administrative Officer shall approve, deny, or approve with conditions, an application for preliminary plan within 65 days of certification of completeness or within any further time that is agreed to by the applicant and the Administrative Officer, according to the requirements of §§ 45-23-60 and 45-23-63.
2. If a street extension or creation is required or if an application is reviewed under the unified development plan review, the Commission shall hold a public hearing according to the requirements in § 45-23-42 and shall approve, deny, or approve with conditions, an application for the preliminary plan within 95 days of certification of completeness or within any specified time that is agreed to by the applicant and the board, according to the requirements of §§ 45-23-60 and 45-23-63.

a. Failure to act:

Failure of the Commission or the Administrative Officer to act within the period prescribed shall constitute approval of the preliminary plan and a certificate of the Administrative Officer as to the failure of the Commission or DPRC to act within the required time and the resulting approval shall be issued on request of the application.

7. Any further subdivision of any lot(s) at any time after the effective date of these Regulations as amended⁶, so as to create a total of 9 or more lots from the original lot shall be considered to be a Major Subdivision and shall be reviewed under the provisions of Section V(E).

8. Minor Subdivisions Involving Street Creation or Extension

Any subdivision of a parcel of land into 9 or less lots for the purpose of development and which requires the creation or extension of a public or private street shall be considered a minor subdivision and shall be reviewed by the Commission in accordance with the procedures set forth in Section V(C) above. Additional standards for the design and required improvements of such minor subdivisions shall be as follows:

a. Creation or Extension of a Public Street

Any minor subdivision which proposes the creation or extension of a public street shall be required to meet the design improvement standards for public streets as provided in Section XIII.

b. Creation or Extension of a Private Street

1. Minor subdivisions which create private streets are permitted only in an A-80 zoning district. This requirement may be waived in other zoning districts where prudent subdivision practices necessitate special consideration.
2. Land being subdivided pursuant to this subsection shall have frontage on a street which has been officially accepted for ownership and maintenance by the City of Cranston or the State of Rhode Island. All lots in the subdivision shall be served by a private street connecting directly to the public street at the point where said frontage is located.
3. Any lot created pursuant to this subsection shall meet the minimum lot area, frontage and dimensional requirements of the zoning ordinance. The area of the private street shall not be included in the calculation of the minimum required area of any lot.
4. As a condition of final approval, the subdivider shall be required to record a covenant, binding on their successors and assigns, that the City of Cranston shall not accept or maintain the private streets within the parcel that do not meet the engineering and design requirements for city-accepted streets unless and

⁶ January 1, 2024

until said streets are brought up to City specifications at the owners' expense prior to transfer of maintenance or ownership.

5. Street design and improvement standards shall be as provided in Section XII for local streets in minor subdivisions. Where common driveways are required for 2 lot minor subdivisions, there are no minimum improvement standards for the driveway established in these regulations. However, the Commission may prohibit individual driveway access on to the public street and require that a right-of-way or access easement of sufficient width for a common driveway be created.
6. In minor subdivisions of 3 to 9 lots, the Commission may require a street right-of-way width of up to 40 feet if it is determined by the Commission that the potential for additional development on adjacent property exists and that access through the minor subdivision to such adjacent property is necessary or desirable.

9. Criteria for Review:

The required findings outlined in RIGL § 45-23-60(a)(1-5) shall be used by the Commission or the DPRC in their review of any minor subdivision or land development:

a. Adequacy of the street on which the proposed lots front

1. The lots shall be provided with access to a street which is adequate for access for vehicular traffic; and,
2. The frontage shall provide safe and adequate access to a public street.

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c. Adequacy of the access from the lots onto the street

1. The lots shall be accessible by the fire and police departments and other safety services agencies; and
2. The lots shall be physically accessible from the street upon which it fronts.

d. Conformity with the Comprehensive Plan

The proposed lots shall be in conformity with the Comprehensive Plan with regard to (a) discouraging the development of residential lots having direct frontage on major streets; (b) establishing a functional classification of roads which encourages residences to take access from local roads; and (c) preserving visual quality and rural character along major streets.

e. Relationship to adjacent or nearby uses

The proposed lots and access thereto shall be designed so as to minimize conflict with existing adjacent uses, driveways, buildings or other structures, streets, intersections, hills, curves or other similar existing features.

f. Feasibility of Internal Access Streets

Wherever possible and practical, the lots shall be developed so as to avoid creation of individual lots having direct frontage on an existing public arterial or collector street. In such cases, the Commission shall require the applicant to submit alternative plans to demonstrate the feasibility of creating other types of subdivisions, such as a 2 to 9 lot minor subdivision with an internal street, a residential cluster development or a conventional subdivision. If the Commission determines that such development is feasible and practical, the creation of frontage lots shall be prohibited and the applicant shall be required to develop the property in an alternative fashion.

g. Additional Development Standards

Standards which may be imposed by the Commission on any minor subdivision or land development as a condition of approval may include the following:

1. Provisions may be made for construction of a common driveway to provide vehicular access to multiple frontage lots from a common access point (or points) on to the public street on which the lots front. Minimum standards for the design and construction of such common driveway may be imposed by the Commission in order to provide safe vehicular access.
2. The proposed number and/or location(s) of driveways onto any street from a group of lots may be modified or limited;
3. Driveways of adjacent lots, or groups of contiguous lots may be combined and the use of common driveways may be required where feasible;
4. Provisions may be made for ensuring adequate sight distances from proposed driveways or common driveways onto adjacent public streets in order to alleviate any potentially hazardous situation.
5. Improvements to the street on which the proposed lot(s) front(s) may be required in order to provide safe vehicular access.
6. Easements or other assurances may be required to be granted to the City to prohibit individual driveway access from lots onto frontage streets if adequate provision is made for access from individual lots to common driveways required in (1) above.
7. Screening/buffering/landscaping of the lot and/or driveway from adjacent public streets may be required;
8. Preservation of any existing unique natural and/or historic features such as trees or stone walls may be required;

10. Final Plan.

- a. Final Plans shall be reviewed and approved by the Administrative Officer. The Administrative Officer shall report its actions, in writing to the Commission at its next regular meeting, to be made part of the record.

b. The Administrative Officer shall approve, deny, approve with conditions, or refer the application to the Commission based upon a finding that there is a major change 25 days of the certificate of completeness.

c. Final Plan Submission Requirements

Any applicant requesting final plan approval of a minor subdivision or land development shall submit the following materials or documents identified in §V.E. below and all material required by the Commission when the application was given preliminary approval.

11. Plan Changes & Modifications

a. Minor changes, as defined in SRR §xxxxxx, to the plans approved at any stage may be approved administratively, by the Administrative Officer. The changes may be authorized without additional public hearings, at the discretion of the Administrative Officer. All changes shall be made part of the permanent record of the project application. The Administrative Officer may request a recommendation from either the DPRC or the Commission. Denial of the proposed change(s) shall be referred to the DPRC or Commission for review as a major change.

b. Major changes, as defined in SRR §xxxxxx, to the plans approved at any stage may be approved only by the DPRC or the Commission and shall follow the same review and hearing process required for approval of preliminary plans, which shall include a public hearing if originally required as part of the application.

c. The Administrative Officer shall notify the applicant in writing within 14 days of submission of the final plan application if the administrative officer determines the change to be a major change.

12. Appeal. Decisions under this section shall be considered an appealable decision pursuant to RIGL § 45-23-71.

13. Expiration of approvals: Approvals of a minor subdivision or land development plan expires one (1) year from the date of approval unless, within that period, a plat or plan, in conformity with approval, and as defined in this section, is submitted for signature and recording as specified in RIGL § 45-23-64. Validity may be extended for a longer period, for cause shown, if requested by the application in writing, and approved by the Commission.

D. Applications for Major Land Development and Major Subdivision Review

1. Major plan review shall be required of all applications for subdivision and land development approval subject to these Regulations, unless classified by the Administrative Officer as an administrative subdivision or as a minor subdivision or land development

2. Stages of review

a. Following the pre- application meeting(s) specified in SRR §IV.A, a major land development and major subdivision review shall consist of 3 stages of review:

- Master Plan,
- Preliminary Plan and
- Final Plan.

- b. A public hearing shall be required at the master plan stage of review, if combined at the first stage of review.
- c. The Administrative Officer may combine review stages **and to modify** but only the Commission may waive requirements as specified in SRR §XXXXXX. Review stages may be combined only after the Administrative Officer determines that all necessary requirements have been met by the applicant or the Commission has waived any submission requirements not included by the applicant.

3. Applications requesting relief from the zoning ordinance.

- a. Applications which require relief which qualifies only as a modification under RIGL § 45-24-46 and §17.20.13 of the Zoning Ordinance shall proceed by filing a master plan application under this section and a request for a modification to the zoning enforcement officer. If such modification is granted, the application shall then proceed to be reviewed by the Commission pursuant to the applicable requirements of these regulations. If the modification is denied or an objection is received as set forth in RIGL § 45-24-46, the application shall proceed under unified development review pursuant to RIGL § 45-23-50.1.
- b. Applications which require relief from the literal provisions of the zoning ordinance in the form of a variance or special use permit, shall be reviewed by the Commission under unified development review pursuant to § 45-23-50.1.

4. Master plan review.

a. Submission requirements

1. Any applicant requesting approval of a proposed master plan shall submit to the Administrative Officer the items identified in §V.C. below
2. The Administrative Officer shall coordinate review and comments by local officials, adjacent communities, and state and federal agencies. Initial comments will be solicited from:
 - a. Local agencies including, but not limited to the department of public works, fire and police departments, the conservation and recreation commissions;
 - b. Adjacent communities;
 - c. State agencies, as appropriate, including the Departments of Environmental Management and Transportation and the Coastal Resources Management Council; and
 - d. Federal agencies, as appropriate.

b. Certification.

1. The application shall be certified, in writing, complete or incomplete by the administrative officer within 25 days of the submission, according to the provisions of § 45-23-36(b), so long as a completed checklist of requirements are provided with the submission.

2. The running of the time period set forth herein shall be deemed stopped upon the issuance of a certificate of incompleteness of the application by the Administrative Officer and shall recommence upon the resubmission of a corrected application by the applicant. However, in no event shall the Administrative Officer be required to certify a corrected submission as complete or incomplete less than 10 days after its resubmission.

c. Technical Review Committee (TRC): The City Planning Director may require the application be reviewed by the TRC prior to the first Commission meeting and the TRC may comment and make recommendations to the Commission.

d. Public hearing.

1. A public hearing shall be held prior to the Commission's decision on a master plan. If the master plan and preliminary plan review stages are combined, a public hearing shall be held during the combined stage of review.

2. Notice for the public hearing shall be required fourteen (14) days prior to the date of the public hearing in a newspaper of local circulation within the City. Notice shall be mailed by certified mail, return receipt requested no less than ten (10) days prior to said public hearing.

3. At the public hearing, the applicant shall present the proposed development project. Commission shall allow oral and written comments from the general public. All public comments shall be made part of the public record of the project application.

e. Decision.

The Commission shall, within 90 days of certification of completeness, or within a further amount of time that may be consented to by the applicant through the submission of a written waiver, approve of the master plan as submitted, approve with changes and/or conditions, or deny the application, according to the requirements of §§ 45-23-60 and 45-23-63.

f. Failure to act.

Failure of the Commission to act within the prescribed period shall constitute approval of the master plan, and a certificate of the Administrative Officer as to the failure of Commission to act within the required time and the resulting approval shall be issued on request of the applicant.

g. Vesting.

1. An approved master plan shall be vested for a period of 2 years, with the right to extend for two, one-year extensions upon written request by the applicant, who must appear before the Commission for an annual review.
 2. Thereafter, vesting may be extended for a longer period, for good cause shown, if requested by the applicant, in writing, and approved by the Commission.
 3. A vested Master plan shall include the zoning requirements, conceptual layout, and all conditions shown on the approved master plan drawings and supporting materials.
 4. The initial four 4 year vesting for an approved master plan constitutes the vested rights for the development as required in § 45-24-44.
5. Preliminary plan review.
- a. Submission requirements.
 1. Any applicant requesting approval of a proposed Preliminary plan shall submit to the Administrative Officer engineering plans depicting the existing site conditions, engineering plans depicting the proposed development project, and a perimeter survey. Materials to be submitted shall be as required in §V.D. below and all material required by the Commission when the application was given master plan approval.
 2. At the preliminary plan review phase, the administrative officer shall solicit final, written comments and/or approvals of the department of public works, the city or town engineer, the city or town solicitor, other local government departments, commissions, or authorities as appropriate.
 3. Prior to approval of the preliminary plan, copies of all legal documents describing the property, proposed easements, and rights-of-way.
 4. Prior to approval of the preliminary plan, an applicant must submit all permits required by state or federal agencies, including permits related to freshwater wetlands, the coastal zone, floodplains, preliminary suitability for individual septic disposal systems, public water systems, and connections to state roads. For a state permit from the RI Department of Transportation, a letter evidencing the issuance of such a permit upon the submission of a bond and insurance is sufficient, but such actual permit shall be required prior to the issuance of a building permit.
 5. If the applicant is requesting alteration of any variance and/or special-use permits granted by the commission at the master plan stage of review pursuant to adopted unified development review provisions, and/or any new variances and/or special-use permits, such requests and all supporting documentation shall be included as part of the preliminary plan application materials, pursuant to § 45-23-50.1(b).
 - b. Certification.

1. The application shall be certified as complete or incomplete by the Administrative Officer within 25 days, according to the provisions of § 45-23-36(b) so long as a completed checklist of requirements are provided with the submission.
2. The running of the time period set forth herein shall be deemed stopped upon the issuance of a certificate of incompleteness of the application by the Administrative Officer and shall recommence upon the resubmission of a corrected application by the applicant.
3. However, in no event shall the administrative officer be required to certify a corrected submission as complete or incomplete less than ten (10) days after its resubmission.
- c. Technical Review Committee (TRC): The City Planning Director may require the application be reviewed by the TRC prior to the first Commission meeting and the TRC may comment and make recommendations to the Commission.

d. Public notice.

Prior to the first Commission meeting on the preliminary plan, public notice by first-class mail shall be sent to direct abutters at least fourteen (14) days prior to the public meeting.

e. Public improvement guarantees.

Proposed arrangements for completion of the required public improvements, including construction schedule and/or financial guarantees, shall be reviewed and approved by the Commission at preliminary plan approval.

f. Decision.

A complete application for a major subdivision or development plan shall be approved, approved with conditions, or denied, in accordance with the requirements of §§ 45-23-60 and 45-23-63, within 90 days of the date when it is certified complete, or within a further amount of time that may be consented to by the applicant through the submission of a written waiver. Provided that, the timeframe for decision is automatically extended if evidence of State permits has not been provided, or otherwise waived in accordance with this section.

g. Failure to act.

Failure of the Commission to act within the prescribed period constitutes approval of the preliminary plan and a certificate of the administrative officer as to the failure of the Commission to act within the required time and the resulting approval shall be issued on request of the applicant.

h. Vesting

1. The approved preliminary plan is vested for a period of 2 years with the right to extend for two 2, one-year extensions upon written request by the applicant, who shall appear before the Commission for each annual review and provide proof of valid state or federal permits as applicable.
2. Thereafter, vesting may be extended for a longer period, for good cause shown, if requested, in writing by the applicant, and approved by the Commission.
3. The vesting for the preliminary plan approval includes all general and specific conditions shown on the approved preliminary plan drawings and supporting material.

6. Final plan.

a. Submission requirements.

1. Any applicant requesting approval of a final plan shall submit to the Administrative Officer all material required by the Commission when the application was given preliminary approval and all materials be as required in [§V.E. below](#)
2. Arrangements for completion of the required public improvements, including construction schedule and/or financial guarantees.
3. Certification by the tax collector that all property taxes are current.
4. For phased projects, the final plan for phases following the first phase, shall be accompanied by copies of as-built drawings not previously submitted of all existing public improvements for prior phases.

b. Certification.

1. The application for final plan approval shall be certified complete or incomplete by the administrative officer in writing, within 15 days, according to the provisions of § 45-23-36(b) so long as a completed checklist of requirements are provided with the submission.
2. This time period may be extended to 25 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.
3. The running of the time period set forth herein shall be deemed stopped upon the issuance of a certificate of incompleteness of the application by the administrative officer and shall recommence upon the resubmission of a corrected application by the applicant.
4. However, in no event shall the administrative officer be required to certify a corrected submission as complete or incomplete less than 10 days after its resubmission.

5. If the administrative officer certifies the application as complete and does not require submission to the Commission as per subsection (c) below, the final plan shall be considered approved.

c. Decision.

The administrative officer, or, if referred to it, the Commission, shall review, grant, grant with conditions or deny final plan approval. A decision to approve or deny the final plan as submitted shall be issued within 45 days after the certification of completeness or within a further amount of time that may be consented to by the applicant.

d. Failure to act.

Failure of the Administrative Officer or the Commission to act within the prescribed period constitutes approval of the final plan and a certificate of the administrative officer as to the failure of the Commission or Administrative Officer to act within the required time and the resulting approval shall be issued on request of the applicant.

e. Expiration of approval.

The final approval of a major subdivision or land development project expires one year from the date of approval with the right to extend for one year upon written request by the applicant, who shall appear before the Commission for an annual review, unless, within that period, the plat or plan has been submitted for signature and recording as specified in §45-23-64. Thereafter, the Commission may, for good cause shown, extend the period for recording.

f. Acceptance of public improvements.

Signature and recording as specified in § 45-23- 64 constitute the acceptance by the City of any street or other public improvement or other land intended for dedication. Final plan approval shall not impose any duty upon the City of Cranston to maintain or improve those dedicated areas until the City Council accepts the completed public improvements as constructed in compliance with the final plans.

g. Validity of recorded plans.

The approved final plan, once recorded, remains valid as the approved plan for the site unless and until an amendment to the plan is approved under the procedure stated in § 45-23-65, or a new plan is approved by the Commission.

7. Plan Changes & Modifications.

a. Minor changes, as defined in SRR §xxxx, to the plans approved at any stage may be approved administratively, by the Administrative Officer. The changes may be authorized without an additional Commission meeting, to the extent applicable, at the discretion of the administrative officer. All changes shall be made part of the permanent record of the project application. The administrative officer may request recommendation from either the DPRC or the Commission. Denial of the

proposed change(s) shall be referred to the Commission for review as a major change.

- b.
- b. Major changes, as defined in **SRR §xxxx**, to the plans approved at any stage may be approved only by the applicable Commission and must include a public hearing.
- c. The Administrative officer shall notify the applicant in writing within 14 days of submission of the final plan application if the administrative officer determines the change to be a major change of the approved plans.

- 8. Appeal. Decisions under this section shall be considered an appealable decision pursuant to RIGL§ 45-23-71.

SECTION V SUBMISSION REQUIREMENTS and Criteria for Certification of Completeness FOR SUBDIVISION PLATS AND LAND DEVELOPMENT PLANS

A. Pre-Application Meetings and Concept Review

Requirements for submittal: The applicant shall provide the following information a proposed development. Stamped plans by a registered engineer or registered land surveyor are not required, but should be reasonably accurate with regard to location and area of existing and proposed features.

1. Concept Plan: Proposed layout of lots, streets, and proposed structures.
2. Existing Conditions Map: Utilizing existing datasets from the City's GIS portal.

Identify location and areas of all natural and cultural resources existing on site, including but not limited to:

- a. Topography / drainage
 - b. Wetlands / floodplains
 - c. Existing easements
 - d. Utilities
 - e. Zoning classification
 - f. Public lands
 - g. Any natural or man-made features that may materially affect development of the parcel.
3. For Planned Districts: Applicant shall provide sufficient information to satisfy Section 30-34(d)(1) or 30-35(c)(2) of the Code of the City of Cranston, (Zoning).
 4. Other: Applicant may provide additional information unique to the land or proposal in question where it may aid in clarifying the intent of the application.
 5. Accompanying Information for Minor Subdivision or Minor Land Development: Identification for all necessary state and federal permits, identification wetlands on a plan. Identification of impacts caused by additional traffic, noise, and burdens on water and sewer systems.
 6. Project Narrative: Basic description of proposed development.
 7. Administrative Fee: Every pre-application plat shall be filed together with the appropriate fee, as specified in Section III(C) of these regulations.

B. Administrative Subdivision

C. Master Plan

1. Requirements for submittal: The applicant shall provide the following information on the master plan.
 - a. Conceptual Master Plan: Proposed layout of lots and streets.

Commented [PI4]: Consider Checklists as appendices.

- b. Drainage: Identify direction of flow and location of proposed detention facilities.
 - c. Wetlands: Identify location of existing and proposed wetlands and surface water.
 - d. Archaeological Significance: Identify location of existing archaeological sites in areas.
 - e. Utilities: Identify proposed location of water, sewer, gas, electric and telephone lines.
 - f. Easements: Identify location and type of existing easements.
 - g. Public Land: Identify location of any land proposed to be dedicated to the City, or any other public agency.
 - h. Zoning: Identify zoning of land to be developed and all abutting properties.
 - i. For Planned Districts: applicant shall provide sufficient information to satisfy Section 30-34(d)(1) or 30-35(c)(2) of the Code of the City of Cranston, (Zoning).
 - j. Other: applicant may provide additional information unique to the land or proposal in question where it may aid in clarifying the intent of the application.
 - k. Number of Copies: The applicant shall submit 9 copies of the master plan mapping at minimum plus additional copies as deemed necessary to conform with Section V(E)2(a).
2. Existing Conditions: Supporting maps and narrative shall be submitted which provide information on the natural and built features of the surrounding neighborhood, existing natural and man-made conditions of the development site, including topographic features, the freshwater wetland and coastal zone boundaries; and floodplains.
3. Accompanying Information for Major Subdivision and Major Land Development:
- a. Proof of application for all necessary state and federal permits, in addition to either a wetlands determination or verification of wetlands edge, if necessary, by the Rhode Island Department of Environmental Management on a set of plans of the proposed subdivision.
 - b. An analysis of impacts caused by additional traffic, noise, and burdens on water and sewer systems where deemed necessary as a result of the pre-application conference.
 - c. Roadway profiles, drainage design and calculations as required by the Department of Public Works in "Specifications for Highways Covering Residential and Industrial Plat Developments, 1987, as revised"
 - d. Proof of application to the Rhode Island Historic Preservation and Heritage Commission for potential archaeological sites as shown on Map 5A-1, and undertaking a "sensitivity assessment survey" as recommended by RIHPHC.
4. Narrative Text for Major Subdivision and Major Land Development: Explanation of site suitability for proposed a development, including analysis of soil qualities, existing and proposed easements and covenants, a full drainage and erosion report per City Engineer's specifications, proposed construction phasing, and a general overview of the preliminary plat contents. Description and justification of any land proposed for donation to the City in lieu of the Capital Facilities Development Impact Fee.
5. Professional Registration and Proof of Same from State Board of Registration for Major Subdivision and Major Land Development: Each engineer and land surveyor shall submit documentation from the State Board of Registration stating that the individual is authorized to practice in his respective field. Any documents submitted (such as plans,

profiles, calculations, ground tests, surveys, design plans, etc.) shall be stamped and signed by the preparing individual based on his area of expertise.

6. Administrative Fee: Every Master Plan shall be filed together with the appropriate fee as specified in Section III(C).
7. A list of property owners certified by the City Tax Assessor within a one hundred (100) foot radius of the perimeter of the combined adjacent property of the landowner applicant.

D. Preliminary Plan:

1. Requirements for submittal:
 - a. Filing Fee (Preliminary) - Every application for preliminary plan approval plat shall be filed together with the appropriate fee as specified in Section III(C).
 - b. Public Inspection - A record shall be kept at the office of the Planning Department at the time of filing an application preliminary plan approval, and said application and supporting material shall be available for public inspection at said office during regular office hours.
 - c. Number of Copies: The applicant shall submit five copies of an application for preliminary plan approval.
2. Scale: Plan submitted as part of an application for preliminary plan approval shall be drawn to the scale of one hundred (100) feet to the inch. If deemed more appropriate by Planning staff, plan drawn to scales of ten (10), twenty (20), thirty (30), forty (40), fifty (50), sixty (60), or eighty (80) feet to the inch will be acceptable. Regardless of the scale chosen, at least one (1) plan must show all sections of a proposed development on a sheet of manageable size.
3. Contents of Preliminary Plan(s): The following information shall be shown on the preliminary plan(s):
 - a. Name of subdivision or development, name of owner, name of registered engineer, registered land surveyor with accompanying stamp, date, north point and scale;
 - b. Boundary Lines: Boundary lines and lot lines with angles and distances marked thereon. Such boundaries shall be determined by survey in the field and shall be balanced and closed;
 - c. Primary Control Points: Suitable points, approved by the City Engineer, to which all dimensions, angles and similar data on the plat shall be referred;
 - d. Permanent Monuments: Locations of all existing and proposed monuments or bounds;
 - e. Lots: Lot lines, approximate dimensions, approximate area, and lot numbers;

- f. Existing and proposed streets: Location, name, and right-of-way widths for streets on entire development parcel and on abutting property;
- g. Utilities: Location and size of existing and proposed water, sewer, electrical and cable lines on the development parcel and on adjacent property;
- h. Existing and proposed easements: Location, width, and purpose;
- i. Topography: Contours at intervals no greater than five (5) feet; the Administrative Officer may require contours at intervals of two (2) feet if conditions are such as to make such detail necessary;
- j. Surface water: The location of any lakes or ponds, water courses, and the proposed drainage pattern;
- k. Existing and proposed drainage and stormwater management. A full drainage analysis per City Engineer's specifications
- l. An erosion control plan.
- m. Wetlands: Delineation of wetland boundaries and proof of application to RI Department of Environmental Management to certify said delineation. If any portion of the proposed plat or subdivision is located within a flood hazard area as identified by the Federal Emergency Management Agency's "Flood Insurance Rate Map" and "Flood Boundary and Floodway Map", November, 1984, as may be amended, base flood elevation data shall be provided;
- n. Archaeological Significance: Identify location of existing archaeological sites in areas shown on Map 5A-1, Comprehensive Plan, February, 1992, or stipulate that none are present.
- o. Subsurface conditions: Soil types, and suitability to development, as identified in the Soil Conservation Service's publication Soil Survey of Rhode Island; location and results of percolation tests, groundwater elevations, and statements of subsoil conditions as required by the City Engineer.
- p. Other conditions: The location of rock outcrop, wooded areas, existing structures, embankments or retaining walls, railroads, power lines, underground storage tanks, and significant physical features on the plat and on adjacent land that may have an influence on the development of the development parcel;
- q. Public land: Parcels of land, if any, proposed to be dedicated for public use;
- r. Zoning: Existing zoning on proposed development proposal and on all abutting properties;
- s. Abutting property owners: Names of abutting property owners on a list certified by the City Tax Assessor;
- t. Professional registration: The stamp of a registered engineer and registered land surveyor. All plats shall be prepared by a registered engineer and registered land

surveyor according to their area of expertise. Each engineer and land surveyor shall provide a proof of professional insurance against errors and omissions;

- u. For Planned Districts, applicant shall provide additional information as required in Chapter 30 of the Code of the City of Cranston, entitled "Zoning", or as deemed necessary by the Planning Commission.
- v. Hazardous Waste Assessment: Location of any environmental hazards on land to be deeded to the City for any purpose to determine extent of existence of any hazardous material, past or present. If no environmental hazards exist, then a certificate to that extent must be submitted by an environmental engineer. In a case where a hazard exists, a plan for mitigation must be approved by appropriate federal, state and local agencies prior to application.

A copy of the environmental report shall be submitted as part of the application. The City shall be indemnified from any liability relating to an environmental hazard.

4. Accompanying Certificates and Statements: The following items shall accompany the submission of a final plat:
- a. A certificate from the City Treasurer that all taxes due on land described in such plat have been paid for the period of three years preceding the date of such filing and that there are no outstanding tax liens on the land. The period within which such plat must be acted upon by the Commission shall not start to run until such certificate has been filed;
 - b. A copy of any deed restrictions to be filed with the Recorder of Deeds;
 - c. A statement describing the nature of proposed easements and the conditions attached thereto;
 - d. A statement from the applicant describing all land to be dedicated to the city for highway or other public purposes;
 - e. Proof of conformance with all State, Federal and local permitting procedures including copies of the following authorizations where applicable:
 - 1. RIDOT Physical Alteration Permit;
 - 2. RIDEM/CRMC Coastal Alteration Permit;
 - 3. RIDEM/ISDS Preliminary Subdivision Suitability Report;
 - 4. RIDEM Wetlands Alteration Permit;
 - 5. U.S. Army Corps of Engineers Wetlands Alteration Permit;
 - 6. Conformance with Scituate Reservoir Watershed Management Plan.
 - 7. RIHPHC - for potential archaeological significant sites;
 - 8. Providence Water Supply Board approval for access to their water system and for design of the proposed water system in the plan/plat.
 - 5. Evidence that all public utility companies, the 9-1-1 system and the US Postal Service have been notified of the proposed subdivision and have been provided copies of said subdivision for their review. Where utility company approval of

access, location or design of an extension is required, evidence of said approval must also be submitted to the administrative officer.

6. Narrative Text: Explanation of site suitability for proposed development including identification of problem areas and specific treatments proposed to alleviate said problems. This report shall address soil qualities, drainage, erosion easements, covenants and any additional issues raised by the Plan Commission at the preliminary approval state.
7. Professional Registration and Proof of Same From State Board of Registration: Each engineer and land surveyor shall submit documentation from the State Board of Registration stating that the individual is authorized to practice in their respective field. Any documents submitted (such as plans, profiles, calculations, ground tests, surveys, design plans, etc.) shall be stamped and signed by the preparing individual based on their area of expertise.

E. Final Plat:

1. Requirements for submittal:

- a. Administrative Fee (Final): Every final plat shall be filed together with the appropriate fee as specified in Section III(C).
- b. Conformity to Preliminary Plat: The final plat shall conform substantially to the preliminary plat as approved, and if desired by the subdivider, it may constitute only that portion of the approved preliminary plat which he proposes to record and develop at the time, provided that the development of such portion represents an orderly development of the plat.
- c. Number of Copies: The applicant shall submit five copies of the final plat to the Commission. Two of the copies shall be drawn with fast colored black waterproof ink upon good white drawing paper and mounted on linen; these may be lithoprints. The remaining copies shall be contact reproductions.
- d. Scale, Size and Orientation of Sheet: The final plan be drawn to the scale of one 100' to the inch. If it is more convenient to the subdivider, plans drawn to the scales of ten (10), twenty (20), thirty (30), forty (40), fifty (50), sixty (60) or eighty (80) feet to the inch will be acceptable. The size of each sheet shall be either 18" x 24" or 24" x 36" in size. A minimum margin of one inch shall be left around the borders of each sheet. Orientation shall be such that North will be at the top or left side of the sheet.

2. Contents of Final Plan: The following information shall be shown on the final plan:

- a. Name of subdivision, name of owner, name of the registered engineer and registered land surveyor, date, north point, and scale;
- b. Boundary lines and lot lines with angles and distances marked thereon. Such boundaries shall be determined by survey in the field and shall be balanced and closed;

- c. Primary control points: Suitable points approved by the City Engineer to which all dimensions, angles, and similar data on the plat shall be referred;
- d. Permanent Monuments: Locations of all existing and proposed monuments or bounds;
- e. Lots: The area of all lots; the length of all straight lines, deflection angles, and radii, arcs and central angles of all curves along the property lines of each street; all dimensions along the lines of each lot, and angles of intersection they make with each other; and any other information needed to locate any lot line in the field. All dimensions shall be shown in feet and decimals of a foot. Proposed street addresses shall be indicated on a separate street numbering map(s) which shall be approved or amended by the Public Works Director or his appointee prior to recording. Cemeteries shall be identified. In developments possessing a water supply easement or adjacent to property owned by the Providence Water Supply Board, the building envelopes shall be graphically depicted on the final plat;
- f. Existing and proposed streets: Location, names and right-of-way widths of all proposed streets or other ways or easements and other open spaces intended to be dedicated for public use or granted for the use of inhabitants of the subdivision. Lines of all streets on adjoining land shall also be shown;
- g. Public Land: Parcels of land, if any, proposed to be dedicated for public use;
- h. Surface Water: The location of any lakes, ponds or water courses and the proposed drainage pattern including location and capacity of proposed detention facilities;
- i. Wetlands: Wetland boundaries as approved by the RI Department of Environmental Management shall be delineated;
- j. Archaeological Significance: identify location of existing archaeological sites in areas.
- k. Flood Elevations: Base flood elevation data shall be provided if any portion of the proposed plat or subdivision is located within a flood hazard area as identified by the Federal Emergency Management Agency's "Flood Insurance Rate Map" and "Flood Boundary and Floodway Map", **November, 1984**, as may be amended;
- l. Abutting Property: Names of abutting property owners shall be identified;
- m. Professional Registration: The final plat shall be prepared by a registered engineer and registered land surveyor whose signature and stamp shall appear on all final drawings according to their area of expertise. Each engineer and land surveyor shall provide a proof of professional insurance against errors and omissions;
- n. For Planned Districts: Applicant shall provide additional information as required in Chapter 30 of the Code of the City of Cranston (Zoning) or as deemed necessary by the Plan Commission.

- o. For phased projects, the final plan for phases following the first phase, shall be accompanied by copies of as-built drawings not previously submitted of all existing public improvements for prior phases.
- p. All construction plans delivered in a digitized format shall be in a format suitable to the Engineering Division.
- q. For Minor Plats where preliminary and final plat have been combined, the following items must be supplied:
 - 1. Easements: existing and proposed.
 - 2. Topographic contours as applicable to installation of ISDS systems.
 - 3. Regulatory authorizations: permits including but not limited to wetlands, ISDS, RIDOT/PAP, CRMC, RIHPHC, or US Army Corps of Engineers as applicable.
 - 4. Tax Certificate, noting past three years' payments.
 - 5. Evidence of notification of all utilities, the 9-1-1 system, and the US Postal Service.
- r. For Administrative Plats, all items from the above list shall be submitted unless deemed unnecessary by the Administrative Officer plus the following:
 - 1. References to any and all previous recorded plats in which the subject parcel is located
 - 2. Draft text of deeds for transfer upon recording.²⁵

SECTION VI. Planned Districts

A. Mixed Used Planned Districts (MPD)

Utilizations of an MPD for development or redevelopment of a qualifying site requires a zoning district change and approval of the project's overall district plan by the City Council pursuant to Sections 30-33 and 30-34 of the Cranston City Code - Zoning. Approval of the final overall district plan shall not hereafter supersede the City's subdivision approval process as specified in Section 13.06 of the City Charter and regulated herein pursuant to RIGL 45-23-35 through 45-23-74.

1. Permitted Uses

All uses allowed by right or by special exception at the time of application within the City, provided that the mix and orientation of developments is approved by the City Council subsequent to recommendation by the Commission.

2. Development Standards

The following shall be the minimum standards for all MPDs. Where deemed necessary, the City Council may impose stricter standards in order to serve the objectives of this Article.

- a. **Frontage and Setbacks:** Requirements for frontage and setbacks within the site shall be determined by the City Council subsequent to Planning Commission recommendation with the following stipulation: The front yard requirements of the underlying zone shall apply where the boundary of the proposed MPD abuts an existing public street or any street intended to be dedicated to the City. These restrictions shall not apply to an existing public street where the developer can secure City approval to abandon said street prior to construction of the phase(s) or section(s) within which the street is located.
- b. **Minimum Lot Requirements:** An individual lot for each structure is not required, but may be provided at the developer's option. There is no minimum area requirement and lot boundaries may coincide with structure boundaries. If individual lots are provided, there shall be no requirement that the lot front on a street except as provided for above.
- c. **Maximum Coverage:** Maximum coverage for all MPDs shall be 60% with the following exception:
 1. Areas designated on the Final Overall District Plan for single family dwelling units shall be limited to 35% maximum lot coverage.
 2. Density shall be approved or rejected on the basis of intensity of uses expressed by floor area ratios (FAR). The relationship between uses and overall area ratio allowable shall be related to the character of the proposal and its impact on the surrounding environment and City facilities. The City Council, subsequent to Planning Commission recommendation, shall have the right to impose density limitations. In all cases, the burden of proof shall be on

the applicant to show that existing or proposed facilities can support the requested additional impact of the proposed development.

- d. Building Height: The height limitation of the underlying zone shall apply except:

Where, based on the overall district plan, and the existing surrounding development, the City Council, subsequent to Planning Commission recommendation, deems the height limitation of the underlying zone either excessively or insufficiently restrictive. In such cases, the height limitation of the underlying zone may be waived or further restricted.

- e. Building Spacing: The minimum distance between buildings shall be 25 feet except where the lot boundary coincides with the structural boundary, in which case, an approved firewall shall be provided. Single and two-family dwelling structures shall be exempt from this requirement.
- f. Drainage: All MPDs shall provide for the adequate drainage of all surface waters in accordance with Chapter 31 of the City Code of the City of Cranston. Any drainage facility shall conduct water to an approved location and in a manner approved by the Director of Public Works.
- g. Buffers: All applications for MPD zoning shall show, on the site plan, a 50 foot buffer strip at the perimeter of the property. Location of structures is prohibited in this area and landscaping is required with the following exceptions:
1. Where the proposed land use is sufficiently similar to the surrounding land uses, the setback requirements set forth in Section 30-17 shall prevail. In such case, a 50 foot buffer strip shall be provided on the site where this land use abuts another which is distinctly different.
 2. Where an existing building is located within 50 feet of the property boundary, but is specifically planned for renovation and reuse in the ODP.
 3. Where a particular part of the property is planned for development conforming with the requirements of Section 30-17 including existing streets or streets which are planned to be deeded to the City upon completion.
 4. Where provision of a 50 foot buffer would not further the goals of creating a harmonious and integrated development, the City Council may, subsequent to Planning Commission recommendation, reduce or waive this requirement.
- h. Landscaping: Appropriate landscaping shall be provided in all MPDs. Wherever practicable preservation of the existing vegetation and such unique features as stone walls is encouraged. Additional screening for aesthetic purposes or noise reduction may also be required.
1. Peripheral Buffer Areas: All peripheral buffer areas shall be landscaped by use of trees, shrubs, walls, berms or any other appropriate material to:
 - a. adequately screen the MPD from adjacent or nearby developments or

- b. enhance the visual aesthetics of the overall development.
- 2. Parking lots: Off street parking areas of 5,000 square feet or more shall be landscaped in accordance with the following minimum requirements:
 - Trees: Shall be provided at the ends of each parking row and at 150 foot intervals within each row. The minimum caliper of each tree shall be three (3) inches with a minimum clear trunk of five feet to the first branch. All required trees shall be at least twelve (12) feet in overall height when planted. All required trees shall be Thornless Honey Locust, Pin Oak or an approved equal of a deciduous variety. All planting areas containing trees shall be curbed and have a minimum width of four (4) feet.
 - 3. Guarantee: the developer shall guarantee all introduced vegetation through one full winter and shall replace any and all plantings determined by the building inspector to be dead or irreversibly damaged.
- i. Parking and Loading: The off street parking and loading requirements of sections 30-18(p) and 30-18(q) shall apply with the following exception:

Where the applicant can document differing parking schedules of two or more closely sited land uses, the City Council, subsequent to Planning Commission recommendation, may relax the parking requirements in the MPD to allow for shared parking facilities among those uses shown to have most of their parking need at significantly different times of the day or week. In such cases, the parking requirement during the overlap hours must be satisfied.

Parking areas must be located within reasonable proximity to the uses they are intended to serve.

2. Administration

The granting of approval of a Mixed-Use Planned District constitutes two actions:

- a. An amendment to the zoning map which must comply with all provisions for rezoning set forth in section 13.05 of the City Charter and section 30-39©(2) of the City Code as well as all other pertinent procedural and administrative City regulations.
- b. City Council approval of the Final Overall District Plan.

3. Rezoning Procedure

- a. Pre-application Conference: The applicant shall request that the City Planning Department arrange a preapplication conference with representatives of the Planning Department, Building Inspections Office and City Engineer's Office prior to submission of a request for rezoning to MPD. The applicant shall submit a preliminary sketch or description of the MPD proposal at the time of the request for the preapplication conference. The City Planning Director may also notify other city departments or agencies deemed appropriate of the time, date, and location of

said conference. The purpose of the preapplication conference is for the applicant and city officials to review the Preliminary Overall District Plan, including those items required in Section III(J)(1), plus its land use components, development phasing, unique features, public benefits, covenants, easements and potential impacts on the surrounding neighborhood areas. This conference shall be conducted as a work session with the main objective being refinement of the Overall District Plan. Within 21 days after the conference, the City Planning Department shall provide the applicant with a written summary of the meeting, including recommendations designed to inform and assist the applicant in the preparation of the Final Overall District Plan.

- b. Master Plan: The applicant is required to present the Preliminary Overall District Plan to the Planning Commission for conditional Master Plan approval at a recommendation on the PODP for the zoning change. General requirements of this plan are noted under (a) below. General requirements of the final ODP plan include all items noted under (a), (b), and (c) below.
 1. Site Plan: The applicant shall provide a proposed site plan for the entire development project, whether or not intended for phased construction, showing:
 - a. Name of project, name of owner, name of the engineer or surveyor, date, north point and scale. Recommended scale is 40 feet per inch. If it is more convenient to the developer, project plans may be drawn to the scales of ten (10), twenty (20), thirty (30), fifty (50), sixty (60), eighty (80) or one hundred (100) feet per inch;
 - b. Boundary lines;
 - c. Lots: Lot lines, approximate dimensions, approximate area, and lot numbers;
 - d. Existing and proposed streets: location, name and right-of-way widths for streets on entire tract and on abutting property; point of access to the MPDs parking and loading areas; and text defining proposed ownership of streets and parking areas;
 - e. Utilities: location and size of existing water and sewer lines on plat and on adjacent property; proposed utility extensions; text defining ownership and maintenance plans.
 - f. Existing and proposed easements: location, width and purpose;
 - g. Topography: contours at intervals no greater than five (5) feet; the Planning Director may require contours at intervals of two (2) feet if conditions are such as to make such detail necessary;
 - h. Surface water: the location of any lakes or ponds, water courses, or swamp areas, and the proposed drainage pattern; if any portion of the proposed development is located within a flood hazard area as identified by the Federal Emergency Management Agency's "Flood Insurance Rate Map" and "Flood Boundary and Floodway Map", November, 1984, as may be amended, base flood elevation data shall be provided;
 - i. Location of archaeologically significant areas;
 - j. Subsurface conditions: except on a plat to be served by a public water or public sewer system, the location and results of percolation tests, ground water elevation determinations, and statements of subsoil conditions shall be performed at the expense of the developer;

- k. Other conditions: the location of rock outcrop, wooded areas, existing structures, embankments or retaining walls, railroads, power lines, and significant physical features on the plat and on adjacent land that may have an influence on the development of the plat;
 - l. Public land: parcels of land, if any, proposed to be dedicated for public use;
 - m. Zoning: existing zoning on proposed plat and on all abutting properties
 - n. Names and addresses of property owners within 400 feet of applicants' property boundaries;
 - o. Professional registration: the stamp of a registered engineer or land surveyor. All ODPs and phase plans shall be prepared by a registered engineer or land surveyor. Each engineer and land surveyor shall provide a proof of professional insurance against errors and omissions.
 - p. Location and orientation of all structures and their proposed uses. Said uses shall be identified in gross square footage of floor area for the following categories:
 - 1. Commercial retail sales;
 - 2. Commercial office;
 - 3. Other commercial services – eating and drinking establishments, hotels, motels, banks, barber shops, beauty shops, tailors, health clubs, etc.;
 - 4. Heavy commercial/industrial;
 - 5. Residential (residential uses shall be identified in gross square footage for multi-family developments and in gross acreage for single family developments.)
 - q. Proposed location and treatment of any public or private common areas or structures including open spaces, park or recreation areas. Applicant shall include a statement addressing long term maintenance of such areas.
 - r. The general treatment proposed for the periphery of the site, including the approximate amount, location, and type of buffering and/or landscaping and lighting proposed.
 - s. The boundaries of each proposed construction phase or section, if appropriate.
2. Statement of Purpose: The applicant shall provide a statement of how the purpose and intent of this Article will be achieved by the proposed MPD possibly including additional graphics of the proposed character of the development, a description of how the MPD will relate to surrounding land uses and an analysis of the proposed development's impact on existing public facilities such as the roadway network, sewers, water facilities, school system, police and fire services.
3. Narrative Outline: The applicant shall provide a narrative outline of the proposed MPD stating:
- a. land use allocation, by type in the following land use categories:
 - 1. Commercial retail sales;

2. Commercial office;
 3. Other commercial services – eating and drinking establishments, hotels, motels, banks, barber shops, beauty shops, tailors, health clubs, etc.;
 4. Heavy commercial/industrial;
 5. Residential
 - a. Multi-family
 - b. Single family
- b. A statement of how necessary services will be provided and whether said services will be publicly or privately owned and operated.
 - c. If the MPD is proposed for phased development, a description and timing plan for individual phases.
 - d. The beneficial aspects of the proposed site layout, including a description of any land proposed for open spaces, park or recreation areas.
- c. Rezoning: Following the pre-application conference, and subsequent to receipt of the Planning Department's recommendation report on the Master Plan, the applicant may initiate the application phase for rezoning the subject property to MPD. The applicant shall submit the required documents for a zone change to the City Clerk accompanied by a revised Overall District Plan, complete with graphic and narrative explanation of all alterations made subsequent to the Master Plan approval. All standard procedures relative to zone change applications and hearings, as established and amended by the City Council, shall be followed.
- d. City Council Action
1. Approval: City Council approval of the MPD application shall carry with it approval of the Final ODP. This approval shall bind the developer to construction of the development in substantial conformance with the elements of the FODP. This approval shall not hereafter supersede the City's subdivision approval process as specified in Section 13.06 of the City Charter. Whether or not the project will require a division of land, the applicant shall submit proper applications and documentation for approval as a Land Development Project by the Planning Commission for every phase or section of the final ODP, as they are proposed for development.
 2. Rejection: City Council rejection of the MPD application shall be binding upon all facets of the application and ODP. All regulations and options relevant to rejection of a typical zone change apply.
- e. Alterations Following MPD Approval: Subsequent to city Council approval of the MPD, certain alterations to the FODP may be made without requiring further action by the City Council. Such alterations may be authorized by the Planning Commission and shall be limited to those which may be defined as minor in nature. Such alterations shall result in little or no significant impact on surrounding properties or on the safe and efficient flow of traffic through nearby city roadways.

1. Minor Alterations: For a proposed alteration to be deemed “minor” in nature, it shall meet one or more of the following conditions. The proposed alteration shall
 - a. alter the land use mix of the approved ODP by a cumulative total of less than 10% in any land use category defined in subsection 30-34(D)(2)(a)(15).
 - b. decrease the overall density of the ODP.
 - c. allow minor reorientation of one or more points of vehicular access, the internal roadway network, and/or the parking plan, made necessary due to actions taken by the City or state subsequent to the approval date of the FODP.
 - d. allow minor changes in location, orientation and/or design of parking facilities, provided such changes do not decrease the total number of parking spaces.
 - e. allow minor changes in building location made necessary by previously unforeseen natural conditions.
 - f. allow changes in landscaping materials, lighting plan and siting of pedestrian and accessory facilities as made necessary by other approved alterations.
 - g. allow other site design modifications which would not substantially alter the final character of the approved FODP.

2. Major alterations: Alterations which would substantially alter the final character of the approved FODP shall be deemed “major” alterations. Any proposal exceeding the limits identified in subsection (a) above for minor alterations shall be considered a major alteration proposal. Additionally, any proposal requesting one or more of the following alterations to the ODP shall be considered a major alteration proposal.
 - a. construction of additional structures for residential, commercial or industrial purposes;
 - b. introduction of a land use type not approved in the FODP;
 - c. a change in land use type proposed for any structure directly adjacent to or abutting a residential structure;
 - d. any excavation, filling, or other alteration of the property’s natural systems not previously approved in the FODP;
 - e. any addition or deletion of vehicular access points and parking areas or significant reorientation of the internal roadway network of the site;
 - f. any change in the phasing plan of the ODP, including size, boundaries and timing of construction of one or more sections of the development.

All such alterations shall be requested through the same procedure outlined herein for new projects. No major alteration shall be allowed without the approval of the City Council.

B. Residential Planned Districts (RPD)

Utilization of an RPD is allowed by right in any residential zone district in the City, subject to the requirements of Sections 30-33 and 30-35 of the Code of the City of Cranston – Zoning. All RPD's shall be considered major subdivisions for the purposes of Planning Commission review and approval.

1. Permitted Uses - Single family dwellings, two family dwellings, town houses, residential accessory uses, uses permitted in open space and public lands, community centers, recreation facilities and associated structures designed for the sole use of the residents of the development.
2. Development Standards
 - a. Location of Structures: Where any part of a single family dwelling or two family dwelling is proposed to be located within 100 feet of an abutting property boundary, such building shall be located so as to comply with the minimum yard dimensions for the underlying zoning district as contained in Section 30-17. No town house in an RPD shall be located within 150 feet of an abutting property boundary. These requirements may be reduced at the Planning Commission's discretion where:
 1. the adjacent land is currently open space and likely to remain so, or
 2. the Planning Commission concludes that a substantial and lasting barrier exists which would serve as a buffer to the abutting properties. The buffer need not be buildable land as defined in these regulations.
 - b. Minimum Size of Development: The tract of land proposed for an RPD shall have, in addition to the area requirements of Section 30-33(h), the minimal capacity to support six(6) dwelling units in accordance with the underlying zone district regulations.
 - c. Maximum Number of Dwelling Units: The maximum number of dwelling units allowed in an RPD shall not exceed the amount computed using the following formula:
 1. The number of dwelling units permitted is equal to the gross area of tract minus the area of land unsuitable for development divided by the minimum lot size permitted in zoning district (sec 30-17).
 2. The developer shall submit an alternate plan for developing the site as a conventional subdivision at the pre-application and master plan stages of the subdivision process, which shall adhere to all subdivision requirements. This plan shall be used as a comparison to the density calculation required above. Where the conventional plan and calculation result in differing densities, that which provides the lesser number of dwelling units shall prevail.²⁶

3. In no case shall the number of dwelling units permitted in the RPD exceed the number which would be permitted in the Zoning District(s) in which the tract lies if developed in the conventional manner.
- d. Land Unsuitable for Development shall include all those identified in Section IV(E) below, and the following:
1. Streets, including all areas proposed for public and/or common vehicular access, whether or not intended to be dedicated to the City.
 2. Land possessing other physical constraints, including, but not limited to areas with slope in excess of 15 percent, ledge outcrops, cemeteries, etc., which by their nature and severity would preclude conventional development.
- e. Town House Criteria:
1. Not more than four (4) contiguous town houses shall be built in a row with the same or approximately the same front line, and not more than eight (8) town houses shall be contiguous.
 2. Each town house shall have on its own lot one yard containing not less than 400 square feet, reasonably secluded from view from streets or from neighboring property. Such yards shall not be used for off street parking, garages, driveways, leachfields or for any accessory building.
 3. The minimum distance between any two (2) rows of town house buildings, substantially parallel to each other, shall be sixty (60) feet.
 4. The minimum distance between any two (2) abutting ends of town house buildings in the same general plane or row shall be thirty (30) feet.
 5. A town house development shall not be permitted which by its design and/or location of structures could conflict with adjacent single family residences.
- f. Minimum Lot Requirements: For RPD developments and/or sections of RPD developments proposed for single and two family dwellings, the following minimum lot and frontage requirements shall supersede those set forth in **Section 30-17** of the Zoning Ordinance.

ZONE DISTRICT	<u>Single Family Dwellings</u>		<u>Two Family Dwellings</u>	
	MINIMUM LOT AREA (sq. ft.)	MINIMUM LOT FRONTAGE (feet)	MINIMUM LOT AREA (sq. ft.)	MINIMUM LOT (feet)
A-80	20,000	125	60,000	150
A-20	10,000	80	15,000	100
A-12	6,000	60	9,000	80
A-8	4,000	50	6,000	60
A-6	4,000	50	NOT ALLOWED	NOT ALLOWED
B-1	4,000	50	6,000	60

B-2 4,000 50 6,000 60

Allowance for these minimum lot sizes shall not confer to the applicant any right to exceed the number of lots which would be permitted in the Zoning District(s) in which the tract lies if developed in a conventional manner.

- g. Open Space: No less than 25% of the total land area of a Residential Planned District shall be open space. This figure shall be computed by multiplying the applicant's total adjacent undeveloped land acreage by a factor of .25, exclusive of area covered by existing water bodies and streams. This open space shall not include building lots, streets rights-of-way, as well as improvements or structures not allowed under subsection (g)(7) below:
 - 1. At least 50% of the total open space provided shall possess no land unsuitable for development as defined in Section IV E below.28
 - 2. Provisions shall be made to insure that no more than 20% of the open space shall be devoted to paved areas and permitted recreation related structures.
 - 3. Use of Open Space shall be subject to site plan review. All physical improvements proposed for the open space area of the project shall be included in the final subdivision plans.
 - 4. Minor alterations may be authorized by the Planning Director after Planning commission approval, prior to recording of the plat. Minor alterations include:
 - a. Slight changes in location of physical improvements including accessory buildings, recreation facilities and walkways.
 - b. Slight changes in landscaping and lighting of common areas.
 - c. All other alterations to the open space area of a final subdivision plan shall be considered major alterations and require approval of the Planning Commission. Major alterations include:
 - 1. Relocation of roadways and drainage facilities.
 - 2. Addition of new physical facilities.
 - 3. Alterations to the natural features or systems.

After conveyance of 51% of lots, major alterations may be permitted by the Planning Commission with written concurrence of at least 2/3 of the homeowners association membership. No structure on the open space may be located within 50 feet of a residence.
 - 5. Access areas to public open space shall be clearly marked.
 - 6. Open space may be in one or more parcels.

7. Open space may be used for active recreation, passive recreation, buffers, conservation, agriculture, forestry, utilities, and drainage facilities. Where utilities and drainage facilities are to be sited in the open space area, adequate access shall be provided so that they may be serviced by City maintenance vehicles, whether or not said facilities are intended to be dedicated to the City.
8. Land which has been environmentally damaged prior to final approval shall not be accepted as common open space unless and until the land is returned to reasonable and appropriate condition, to effect the purpose of this section.
9. Impact Fee Credit: Open space dedication, as required under this Article, shall not be applied as a credit to the Capital Facilities Development Impact Fee requirement of Section 3(I) of these regulations with the following exception:

Where by virtue of its location and size, the Planning Commission determines a particular parcel to possess significant public value, and the developer is willing to dedicate all or a significant portion of the open space acreage for public access and use, the Planning Commission may at its discretion waive all or part of the Capital Facilities Development Impact Fee in return for said dedication.

- h. Streets: All streets in the RPD which are intended for dedication to the City shall be improved in accordance with specifications outlined in Section XII(B) of these Regulations. Private roads intended for internal circulation and access shall be designed and constructed to support the weight and allow passage of City fire and rescue vehicles. Such roads shall be maintained to control overgrowth of vegetation and periodically resurfaced to maintain a safe and uniform driving surface.

3. Administration

The granting of approval of a Residential Planned District shall take place in the same manner as conventional subdivision approval subject to the specific requirements of this section.

- a. Subdivision approval: No part of the construction of an RPD shall begin until the plan of such development has been submitted to and granted final approval by the Planning Commission. The developer shall submit an alternate plan for developing the site as a conventional subdivision at the preapplication and master plan stages of the subdivision process which shall adhere to all subdivision requirements. In addition to those outlined herein, the Planning Commission may establish additional rules and regulations to govern residential planned districts (RPDs)²⁹.
- b. Preapplication conference: The applicant shall request that the City Planning Department arrange a preapplication conference with the representatives of the Planning Department, Building Inspections Office and City Engineer's Office prior to submission of the preliminary subdivision. This conference shall be conducted as a working session for the purpose of reviewing the options presented by the applicant and to aid the applicant in refining the plan. Within 21 days after the

conference the City Planning Department shall provide the applicant with a written summary of the meeting, including recommendations designed to inform and assist the applicant in preparation of the preliminary subdivision plat.

- c. Master Plan submittal: In addition to the requirements delineated elsewhere in these regulations, the applicant shall submit to the Planning Commission the following:
 1. Site plan indicating the location and orientation of all structures and their proposed uses. Residential structures shall be identified by the number of dwelling units proposed for each one.
 2. Proposed location and treatment of any public or private common open areas including open spaces, recreation areas, buffers, pedestrian and automobile access and circulation ways.
 3. The general treatment proposed for the periphery of the site, including the approximate amount, location and type of buffering and/or landscaping and lighting proposed.
 4. The boundaries of each proposed construction phase or section, if appropriate.
- d. Preliminary submittal: In addition to the items listed above and the general requirements of these regulations, the applicant shall submit the following:
 1. A statement of purpose detailing how the intent of this article will be achieved by the proposed RPD, possibly including additional graphics, descriptions, and analyses of the proposed developments impact on surrounding land uses and on existing public facilities and services.
 2. A narrative outline of proposed RPD stating the land use allocation by type including the acreage of land for single family two family and multi family housing, total number of lots, total dwelling units, total open space and linear footage of public and private roadway. The applicant shall also identify how necessary services will be provided and whether said services will be publicly or privately owned and operated. The applicant shall also submit an explanation of the beneficial aspects of the proposed site layout.
 3. A narrative explanation and description of all alterations made in the RPD plan since the preliminary submission and the reason(s) for such alterations.
- e. Final submittal: In addition to the items generally required in these regulations, the applicant shall submit the following:
 1. Homeowners' Association By-Laws;
 2. Open Space Easement;
 3. Conservation Agreement.

- f. **Ownership of Common Open Space:** The required open space shall be owned in common by all landowners in the RPD, with the exception of any land accepted by the Planning Commission as public open space, park or recreational land. The deed to each lot shall include a fractional interest in the common open space in an amount proportionate to the number of lots in the RPD. The deed shall also include any covenants, restrictions or easements attached to the RPD, each lot, or the common open space and any homeowner's association agreements pertaining thereto.

Open space easement: Open space shall be protected against building development and environmental damage by conveying to the City an open space easement restricting all common open areas against future building and against removal of soil, trees, and other natural features, except as is consistent with conservation, recreation, agricultural uses or uses accessory to permitted uses.

- g. **Home Owner's Association:**

1. The applicant or developer shall provide for and establish a Home Owner's Association as a non-profit organization or other legal entity under the laws of Rhode Island for the use, care and maintenance of all such lands and improvements. Membership in the association shall be mandatory for all landowners within the RPD, and each owner shall be entitled to equal representation. The association shall be formed prior to conveyance of the first lot.
2. Such organization shall be created by covenants and restrictions running with the land and shall be responsible for the perpetuation, maintenance and function of all common lands, uses and facilities. These covenants shall become part of the deed to each lot or parcel within the development.
3. Such organization shall not be dissolved without the prior approval of the Planning Commission, nor shall such organization dispose of any common open space, by sale to otherwise, except to an organization conceived and organized to own and/or maintain the common open space and approved by the Planning Commission.
4. In the event the association fails to maintain any common open space, recreation area, landscaping area or other improvements, including private roadways, drainage systems and so on, the City of Cranston may enter into said development and perform the necessary work and charge the costs, including attorneys' fees to the association.

C. Development Plan Review – See Cranston Zoning Ordinance Chapter 17.84

D. Phasing of Major Land Developments and Major Subdivisions

1. When a Major Land Development and Major Subdivision is submitted for Master Plan approval as provided in Items E(3) through E(8) of Section V, the Planning Commission shall review the adequacy of existing and projected future public improvements, services and facilities which may be impacted by the proposed

development in its entirety. If the Planning Commission determines that such improvements, services and facilities, including but not limited to water supply, sewerage, streets and associated drainage facilities, schools, recreational facilities, and fire and police protection will not be adequate to serve the residents of the subdivision or development at the time of recording of the plat, the Planning Commission shall have the authority to establish a rate of development of the entire subdivision by requiring it to be brought for final approval in phases. The Planning Commission may at its discretion, limit the number of phases it will consider for approval at any one meeting.

2. When an application is submitted for Master Plan approval, the applicant shall submit a copy of the Master Plan narrative report for review and comment to each applicable municipal, state or private agency as provided in the Master Plan Review List for major Land Developments and Major Subdivisions. Each agency so notified by the applicant shall be requested to provide its comments in writing to the Planning Commission. Comments shall be received from each agency prior to the date of the informational meeting.

If the public informational meeting on the master plan and the public hearing on the preliminary plan are combined as provided in Section V(E), all comments from the reviewing agencies shall be received prior to the date of the public hearing.

3. Each department or agency to which such a request for comments is made may deliver to the Administrative Officer in addition to written comments, any supplementary material, which would address:
 - a. An estimate of the impact of the subdivision on the facilities and/or services provided by the department or agency;
 - b. Whether existing facilities and/or services are adequate to serve the subdivision's residents;
 - c. Whether plans for the necessary improvements to existing facilities and/or services are included in the City's Capital Improvement Program or are otherwise planned; and
 - d. An estimate of the cost and time frame for provision of any necessary improvements to existing facilities and/or services if carried out by the City.
4. Based on the responses received from the various departments and agencies, the Planning Commission may establish, at the time of master plan approval, a rate of development for the entire subdivision or development that will permit residential construction only when improvement, services and facilities will be adequate to serve the residents of the subdivision or development. As part of such a growth rate plan, the Planning Commission may require that improvements be installed, or lots sold, in two or more phases.
5. If phasing is required, the Planning Commission shall approve the entire master plan first. Thereafter, the applicant shall be required to submit plans for preliminary and/or final review and/or approval indicating the development of the entire site in two or more phases as required by the Planning Commission in Items (1) and (4) of this Section,

above. In such review and approval, the Commission may, in its discretion, impose conditions for determining the physical limits of phases, for allowing progression to additional phases, for allowing two (2) or more phases to proceed in review or construction simultaneously, for interim public improvements or construction conditions, for changes to master or preliminary plans, and may include other provisions as necessitated by special conditions.

6. The master plan documents may contain information on the physical limits of the phases, the schedule and sequence of public improvement installation, improvement guarantees, and the work and completion schedules for approvals and construction of the phases.

F. Unified Development Plan Review

1. Authorization

The Cranston Zoning Ordinance Chapter ***** authorizes the City Plan Commission the authorization to grant, grant with conditions or deny zoning relief and to grant Special Use Permits.

2. Review

Review of projects submitted under the unified development review provisions of the regulations shall adhere to the procedures, timeframes and standards of the underlying category of the project as listed in § 45-23-36, but shall also include the following procedures:

- a. Minor subdivisions and land-development projects. Except for dimensional relief granted by modification as set forth in § 45-23-38, requests for variances and/or for the issuance of special-use permits related to minor subdivisions and land-development projects shall be submitted as part of the application materials for the preliminary plan stage of review or if combined, for the first stage of reviews. A public hearing on the application, including any variance and special-use permit requests that meets the requirements of subsection 4 of this section shall be held prior to consideration of the preliminary plan by the City Plan Commission. The City Plan Commission shall conditionally approve or deny the request(s) for the variance(s) and/or special-use permit(s) before considering the preliminary plan application for the minor subdivision or land-development project. Approval of the variance(s) and/or special-use permit(s) shall be conditioned on approval of the final plan of the minor subdivision or land-development project.
- b. Development plan review. Except for dimensional relief granted by modification as set forth in § 45-23-38, requests for relief from the literal requirements of the zoning ordinance and/or for the issuance of special-use permits related to minor subdivisions and land-development projects shall be submitted as part of the application materials for the preliminary plan stage of review. A public hearing on the application, including any variance and special-use permit requests that meets the requirements of subsection 4 of this section shall be held prior to consideration of the preliminary plan by the City Plan Commission. The City Plan Commission shall conditionally approve or deny the request(s) for the variance(s) and/or special-use permit(s) before considering the preliminary plan application for the

DPR. Approval of the variance(s) and/or special-use permit(s) shall be conditioned on approval of the Preliminary plan of the DPR.

- c. Major subdivisions and land-development projects — Master plan. Except for dimensional relief granted by modification as set forth in § 45-23-39, requests for variances for relief from the literal requirements of the zoning ordinance and/or for the issuance of a special-use permit related to major subdivisions and land-development projects shall be submitted as part of the application materials for the master plan stage of review, or if combined, the first stage of review. A public hearing on the application, including any variance and special-use permit requests that meets the requirements of subsection 4 of this section, shall be held prior to consideration of the master plan by the City Plan Commission. The City Plan Commission shall conditionally approve or deny the requests for the variance(s) and/or special-use permit(s) before considering the master plan application for the major subdivision or land-development project. Approval of the variance(s) and/or special-use permit(s) shall be conditioned on approval of the final plan of the major subdivision or land-development project.
- d. Major subdivisions and land-development projects — Preliminary plan. During the preliminary plan stage of review, applicants shall have the ability to request alteration of any variance(s) and/or special-use permit(s) granted by the planning board or commission during the master plan stage of review, and/or to request new variance(s) and/or special-use permit(s), based on the outcomes of the more detailed planning and design necessary for the preliminary plan. If necessary, the applicant shall submit such requests and all supporting documentation along with the preliminary plan application materials. If the applicant requests new or additional zoning relief at this stage a public hearing on the application, that meets the requirements of subsection 4 of this section, shall be held prior to consideration of the preliminary plan by the City Plan Commission. The City Plan Commission shall conditionally approve, amend, or deny the requests for alteration(s), new variance(s) and/or new special-use permit(s), before considering the preliminary plan application for the major subdivision or land-development project. Approval of the alteration(s), new variance(s), and/or new special-use permit(s) shall be conditioned on approval of the final plan of the major subdivision or land-development project. If the City Plan Commission denies the request for alteration(s), new variance(s), and/or new special-use permit(s), the planning board shall have the option of remanding the application back to the master plan stage of review. Alternatively, if the City Plan Commission denies the request for alteration(s), new variance(s), and/or new special-use permit(s), the applicant may consent to an extension of the decision period mandated by § 45-23-41(f) so that additional information can be provided and reviewed by the board or commission.

3. Decision.

The time periods by which the City Plan Commission must approve or deny applications for variances and special-use permits under the unified development review provisions of the local regulations shall be the same as the time periods by which the Commission must make a decision on the applicable review stage of the category of project under review.

4. Unless otherwise provided in this chapter all applications under this section shall require a single public hearing, held pursuant to subsection b of this section. All such public hearings must meet the following requirements:
 - a. Public hearing notice shall adhere to the requirements found in § 45-23-42(b).
 - b. The notice area for notice of the public hearing shall be specified in the local regulations, and shall, at a minimum, include all property located in or within not less than two hundred feet (200') of the perimeter of the area included in the subdivision and/or land-development project. Notice of the public hearing shall be sent by the administrative officer to the administrative officer of an adjacent municipality if:
 1. The notice area extends into the adjacent municipality; or
 2. The development site extends into the adjacent municipality; or
 3. There is a potential for significant negative impact on the adjacent municipality.
 4. Additional notice within watersheds shall also be sent as required in § 45-23-53(b) and (c).
 - c. Public notice shall indicate that dimensional variance(s), use variance(s) and/or special-use permit(s) are to be considered for the subdivision and/or land-development project.
 - d. The cost of all public notice is to be borne by the applicant.
5. The time periods by which the City Plan Commission must approve, approve with conditions or deny requests for variances and special-use permits under the unified development review provisions of a zoning ordinance shall be the same as the time periods by which the board must make a decision on the applicable review stage of the underlying type of project under review.
6. The expiration period of an approval of a variance or special use permit granted under this section shall be the same as those set forth in the statute for the underlying type of project under review.
7. Decisions under this section, including requests for the variance(s) and/or special-use permits that are denied by the planning board or commission permitting authority may be appealed to the board of appeal pursuant to § 45-23-66 45-23-71.

G. Land Unsuitable for Development

1. When calculating the number of residential building lots or units permitted on any parcel, the minimum lot areas specified for that property in the Zoning Ordinance, (Section 30-17), must be provided for each dwelling unit and be free of any of the constraints identified in subsections (a), (b) and (c) below. For example: A-20 zones - each building lot shall have at least 20,000 square feet of land area unconstrained by the wetlands, flood zones or easements as described below:
 - a. Fresh water wetlands, except that area of perimeter wetland within fifty (50) feet of the edge of any bog, marsh, swamp or pond; or any applicable 100-foot or 200-foot

riverbank wetlands, as defined by Rhode island General Laws Section 2-1-20 (1987) as amended.

- b. Areas within the Federal Emergency Management Agency 100 year flood zone as shown on the Flood Insurance Rate Maps, 1984 as amended, and as defined by Section 30-4.2 of the Cranston Zoning Ordinance, as amended;³¹
 - c. Land within any publicly or privately held easement on which above-ground utilities, including, but not limited to electrical transmission lines, are constructed.
2. Land described in sub-sections 1(a), 1(b) and 1(c) above may be incorporated into any lot of any subdivision or land development project; provided however that it shall not necessitate a waiver, modification or variance of any dimensional requirement specified in Section 30-17 of the Zoning Ordinance or of any state or federal regulatory requirement.

SECTION VII- RECORDING OF PLATS AND PLANS

A. Signing and Recording of Plats and Plans signature block

1. Endorsement⁷

- a. All approved final plans and plats for land development and subdivision projects shall be signed by the appropriate Planning Commission or City Official as an indication of final approval. Plats and plans for major land developments and major subdivisions, and for minor land developments and minor subdivisions shall be signed by the Planning Commission chairperson, or in the absence of the chairperson, by the secretary of the Planning Commission. Plats and plans for administrative subdivisions shall be signed by the Administrative Officer or his/her designee. All endorsements shall include the date of such endorsement.
- b. No endorsement of plans and plats shall be made until (a) the Administrative Officer has certified in writing that all of the required improvements have been made, or (b) the Finance Director has certified in writing that acceptable improvement guarantees have been received in accordance with the provisions of Section VII.
- c. Signature and recording as specified herein shall constitute the acceptance by the City of only the layout of lots and streets, other public improvement(s) or other land intended for dedication. Final plan approval and recording shall not impose any duty upon the City to maintain or improve those dedicated areas until the City accepts the completed public improvements as constructed in compliance with the final plans.

4. Recording

- a. Upon endorsement, all plans and plats shall be submitted to the Administrative Officer prior to recording and filing in the land evidence records of the City. The material to be recorded shall include all plat drawings and other pertinent information. A copy of the written decision of the Commission, signed by the appropriate Planning Commission or City official, including all conditions of approval, shall also be recorded. No plans, plats or supporting materials shall be recorded until the Administrative Officer has certified, in writing, that all required fees have been paid.
- b. In order for a subdivision plat or land development project to be recorded with the City Clerk, the following requirements shall be met:
 1. Final plat/plan approval, with or without conditions, properly endorsed by the Chairman or Secretary of the Planning Commission or appointed designee as provided in Section VI(A)(1) above.

⁷ Amended July, 1997

2. Fulfillment of substantive conditions placed upon the final plat approval to the satisfaction of the Planning Commission.
 3. A performance bond or bonds or certified check or checks shall be filed by the subdivider as set forth in Section VII of these regulations, or provision shall be made to ensure the completion of improvements.
 4. Deeds for conveyance to the City of all land to be dedicated for highway or other public purpose.
 5. For planned districts or other developments in which a homeowners' or landowners' association will control and maintain areas or facilities held in common, such as roadway, open space, recreation facilities, buildings, water and sewerage facilities, additional documentation as required in Chapter 30, Article VII of the Code of the City of Cranston (Planned Districts) shall be filed.
 6. Payment of the Capital Facilities Development Impact Fee as required in Section III shall be made for the entire section to be recorded.
- c. Other parts of the applications record for subdivisions and land development projects, including all meeting records, approved master plan and preliminary plans, site analyses, impact analyses, environmental assessments, all legal agreements, records of the public hearing and the entire final approval set of drawings shall be kept permanently by the City departments responsible for implementation and enforcement. One copy shall be kept on file by the Planning Department.
 - d. Construction drawings need not be recorded. However, a complete blueline or photocopy set of construction drawings, including street plans and profiles, cross sections, grading plans, drainage plans, landscaping plans, soil erosion and sediment control plans, utility plans and any other construction plans, details and specifications required as a condition of approval shall be filed with the Administrative officer prior to recording of the plat. One copy of all construction drawings shall be kept by the Department of Public Works.
 - e. The Administrative Officer shall notify the statewide "911" emergency authority and the local police and fire authorities servicing the new plat with the information required by each of the authorities.
3. Procedure: As specified in Sections V(B)(3)(b)(7) and V(E)(21), the subdivider must record the plat or section(s) approved within one year after final approval has been granted unless an extension is granted. Prior to recording, the subdivider shall schedule an appointment with the Secretary of the Plan Commission to review all documents and to determine that all conditions of approval have been met. All documents shall be in final approved form and notarized where necessary. The following steps shall be followed for recording a plat:
 - a. Appointment with Secretary of Plan Commission.
 - b. Post performance bond(s) or certified check(s).
 - c. Payment of Impact Fee.
 - d. Filing of documents and plat with City Clerk.

B. Changes to Recorded Plats and Plans

1. General

For all changes to the approved plans of land development projects or subdivisions subject to these Regulations, an amendment of the final development plans shall be required prior to the issuance of any building permits for construction upon the subject property. Any changes approved to the final plan shall be recorded as amendments to the final plan in accordance with the procedure established for recording of plats and plans as provided in Section A of this section above.

2. Minor Changes

Minor changes to a land development or subdivision plan may be approved administratively by the Administrative Officer. The Administrative Officer may, at his/her discretion, authorize such changes without review and approval of the Planning Commission and without a public hearing thereon. All such changes shall be made a part of the permanent record of the project application. This provision shall not prohibit the Administrative Officer from requesting a recommendation from the Planning Commission. Denial of the proposed change(s) by the Administrative Officer shall be referred to the Planning Commission for review as a major change according to the procedure provided in Section VI(B)(3) below. Upon written authorization of the approval of a minor change by the Administrative Officer, the Building Official may issue a building permit for any proposed construction upon the subject property.

For the purpose of these Regulations, the term "minor changes" shall mean any change which, in the opinion of the Administrative Officer, is consistent with the intent of the original approval. Such minor changes shall include, but are not necessarily limited to the following:

- a. Amendments to utility plans which are acceptable to the City Engineering Division, or to the appropriate utility company;
- b. Lot line revisions which can be reviewed and approved as an administrative subdivision according to the provisions of Section V(C)(2).
- c. Amendments to grading plans or drainage plans which are acceptable to the City Engineering Division and which do not require approval of any state or federal reviewing authorities;
- d. Amendments to construction plans which are required because of unforeseen physical conditions on the parcel being subdivided;
- e. Modifications to any construction plans for off-site improvements which are acceptable to the City Engineering Division; or,
- f. Modifications which are required by outside permitting agencies such as, but not limited to the Department of Environmental Management, the Coastal Resources Management Council, and the Department of Transportation.

3. Major Changes

Major changes to a land development or subdivision plan may be approved only by the Planning Commission. For the purpose of these regulations, the term "major changes"

shall mean changes which, in the opinion of the Administrative Officer, are clearly contrary to the intent of the original approval. Such major changes shall include, but are not necessarily limited to the following:

- a. Changes which would have the effect of creating additional lots or dwelling units for development;
- b. Changes which would be contrary to any applicable provision of the Zoning Ordinance or which require a variance or special use permit from the Zoning Board of Review; or,
- c. Changes which may have significant negative impacts on abutting property or property in the vicinity of the proposed subdivision or land development project.

4. Procedure

The procedure for approval on any such major changes shall follow the same review and public hearing process as required for preliminary approval to a major land development and major subdivision as provided in Section V(C)(4)(j through m). Following approval of major changes by the Planning Commission, the applicant shall submit a new final plat/plan for approval in accordance with procedures described in V(E)(17) through E(21).

5. Rescission Procedure

The Planning Commission, only upon application by all landowners of the plat to be affected, may determine that the application for plat rescission is not consistent with the comprehensive community plan and is not in compliance with the standards and provisions of the City's zoning ordinance and/or these regulations and shall hold a public hearing, which adheres to the requirements for notice described in section X. The Planning Commission shall approve, approve with conditions or modifications, or deny the application for rescission of the plat according to the requirements of Section III(D). If it is necessary to abandon any street, the Planning Commission shall submit to the City Council the documents necessary for the abandonment process. Once the required process for rescission or for rescission and abandonment has been completed, the revised plat shall be signed and recorded as specified in Section VI.

SECTION VIII - GUARANTEES FOR COMPLETION OF IMPROVEMENTS

A. Purpose

Improvement guarantees shall be provided to ensure that proper installation and maintenance of required street, utility and other physical improvements and to ensure compliance with other nonstructural conditions of final plat approval (if any). The nature and duration of the guarantee shall be structured to achieve this goal without adding unnecessary costs to the subdivider.

To assure that all improvements designated for the development of the plat shall be faithfully completed within two years of the date of recording, the applicant shall file with the Commission a performance bond or a passbook savings account in the name of the developer responsible for construction for a sum to be designated by the Commission adequate for the completion of the improvements and facilities required.

B. General Procedures

Before any land development or subdivision plan is endorsed by the Planning Commission, and before the recording of any subdivision plats, the Planning Commission shall be required to approve agreements for the completion of all required improvements. Such agreements may, at the option of the subdivider, take the form of (1) completion of actual construction of all improvements; (2) improvement guarantees, or (3) a combination thereof.

At the preliminary plat review stage, the subdivider shall submit either of the following: (1) a letter to the Planning Commission indicating his/her intent to complete the required improvements prior to the Planning Commission's endorsement of the final plat; or (2) a letter requesting that security sufficient to cover the cost of required improvements be established by the Commission. At the final plat review stage, the subdivider shall confirm arrangements for completion of the required public improvements, including construction schedule and/or financial guarantees.

1. If improvements are to be constructed without a financial guarantee, all work shall be completed prior to endorsement and recording. Inspections shall be made by the Public Works Department at all required stages of construction. All construction shall be inspected and approved under the direction of the Public Works Director. Upon completion of all required improvements, the Public Works Director shall certify in writing of such completion, and a copy shall be provided to the subdivider upon request. The final plat shall be endorsed by the appropriate Planning Commission or City official and the plat shall be recorded, at which time the lots within the subdivision may be transferred or sold.
2. If improvements are to be guaranteed, the provisions of Section C of this Section below, shall apply.
3. Improvements that are proposed to be privately owned and maintained, such as, but not limited to, streets, utilities, and drainage systems, may be covered by an improvement guarantee if requested by the subdivider.

C. Requirements for Financial Guarantees ⁸

1. Amount - Improvement guarantees shall be in an amount and with all necessary conditions to secure for the City the actual construction and complete installation of all of the required improvements, and the satisfactory completion of all conditions of final approval within the time periods required for completion. The amount shall be based upon cost estimates which would be required for the City to complete all improvements required as a condition of final approval. These estimates shall be initially prepared by the Director of Public Works and submitted to the Administrative Officer who shall review the estimates, if requested, with the subdivider. The amount of financial guarantee shall be subject to review if it is not posted within one year after the City Planning Commission's approval of the final plat. The Commission may set the guarantee in a reasonable amount in excess of the estimated costs in order to anticipate for increases in economic or construction conditions. However, the amount of such increase shall not exceed 120 percent of the estimated cost of improvements as recommended by the Department of Public Works.
2. At the expiration of the final plan approval period, if all required improvements are not complete, the Planning Commission shall review the status of improvements and may (1) require the subdivider to extend the duration of the entire improvement guarantee; (2) reduce the amount of the improvement guarantee to cover the estimated costs of remaining improvements; or (3) authorize the Administrative Officer to take the steps necessary to ensure completion of the remaining work by using improvement guarantee funds.
3. If at any time during the guarantee period the procedures, implementation measures, methods, materials and/or schedules of construction are determined by the Planning Commission not to be in compliance with the approved plans, the Commission may, after proper notification to the subdivider, authorize the use of improvement guarantee funds to insure proper compliance.
4. Required Form - The security shall be in the form of a financial instrument acceptable to the Finance Director and shall enable the City to gain timely access to the secured funds, for cause. Performance and maintenance guarantees may be provided by a variety of means including, but not limited to, the following:
 - a. Security bond - The subdivider may obtain a security bond from a surety bonding company holding a certificate of authority as acceptable surety on federal bonds as published in the Federal Register.
 - b. Cash - the subdivider may deposit cash in the form of a bank check, cashier's check or certified check into an appropriate account held in the name of the City of Cranston. Interest accrued will be returned to the developer at the time(s) of reduction or release.
 - c. Letter of Credit - the subdivider may obtain an irrevocable letter of credit in a format acceptable to the Finance Director through a bank or other financial

⁸ Amended July, 1997

institution licensed to do business in the State of Rhode Island and possessing a satisfactory bond rating.

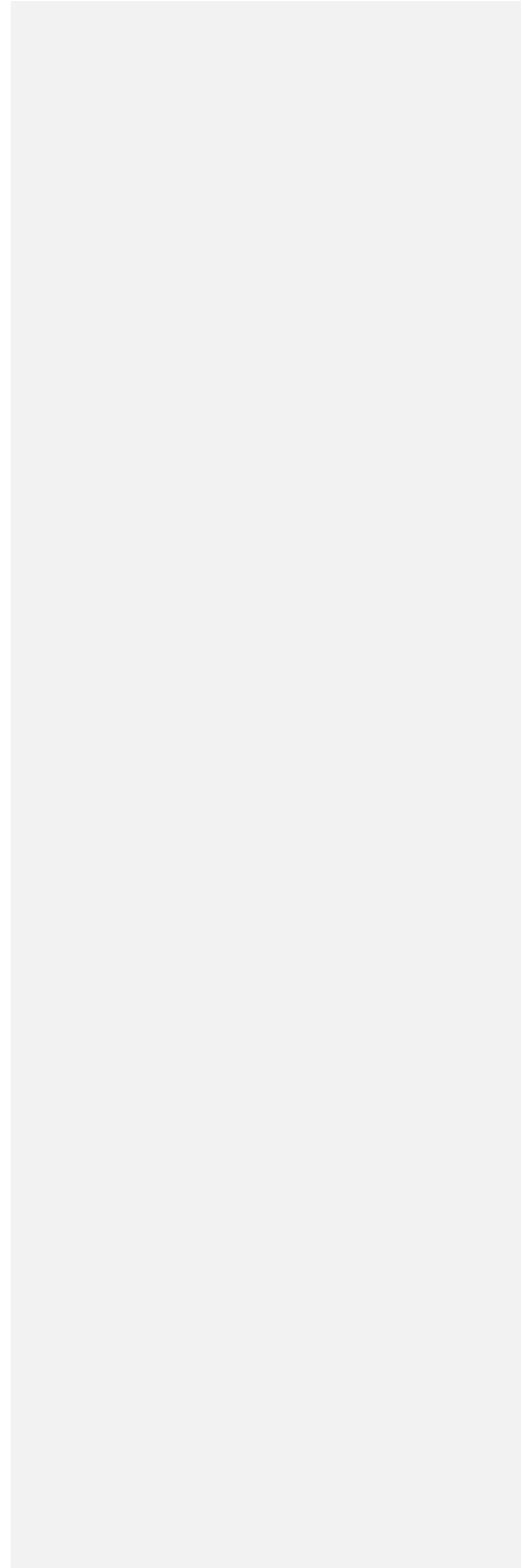
5. Releases - At or before the expiration of the final plan approval period, if all required improvements are complete to the City's satisfaction, any improvement guarantee shall be returned to the subdivider. Partial releases or reductions in the guarantee amount may also be authorized at any time prior to the expiration of final approval. For each such reduction or release, a written request shall be made to the Administrative Officer, who shall refer such request to the Engineering Division. The developer shall engage the services of a design engineer to perform inspections during construction of the improvements to ensure compliance with approved plans and specifications. All requests from developers for bond reduction or bond release shall be accompanied by a certificate from the design engineer that all improvements comply with plans and specifications. Final release of the developer's bond shall not occur until all improvements have been accepted and until all "as-built" drawings have been reviewed and accepted by the Department of Public Works.
6. Phased Subdivisions - In the case of land development projects or subdivisions which are approved and constructed in phases, the Planning Commission shall specify improvement guarantees related to each particular phase. If any off-site improvements or other improvements or conditions which are not directly related to a particular phase are required as a condition of approval, the Commission shall, in setting the guarantee amount to each phase, clearly specify when such guarantees are to be provided.
7. Maintenance Guarantees - The Planning Commission shall require that a maintenance guarantee be provided by the subdivider for all improvements which are being dedicated to the City for public acceptance and maintenance. The amount of the maintenance guarantee shall be ten percent (10%) of the original bond or other original guarantee amount. In the absence of such a guarantee, ten (10%) percent of the total estimated cost of all required improvements shall be required. The initial period for such maintenance guarantee shall be one (1) year. At the end of the one-year maintenance period, the Director of Public Works shall inspect all improvements subject to the guarantee and shall certify in writing to the Administrative Officer as to their condition. If found to be unacceptable, the Administrative Officer shall recommend an extension of the guarantee period to the Finance Director and the original funds shall not be returned to the subdivider. If public improvements are in good condition and have not been damaged due to the fault of the subdivider, or through faulty workmanship or design, the maintenance guarantee shall be returned to the subdivider.

In cases where the Planning Commission finds there are extenuating circumstances, the initial maintenance period may be established for a period longer than one year. The reasons for establishing a longer maintenance period and the nature of the extenuating circumstances shall be made a part of the record.

7. Restrictions - The Commission shall not reduce a performance bond below 25% of the original amount until such time as the road improvements are 100% complete. Under certain conditions, and upon the recommendation of the Public Works Director, the Commission may reduce the bond below 25%, but in no case below 10% until all improvements are 100% complete.

D. Consumer Protection

The developer shall furnish to the lot buyer at the time of execution of a sales agreement, a copy of the final approved subdivision plat as recorded in the Department of Records, Cranston City Hall.



SECTION IX WAIVERS AND MODIFICATIONS

A. Waiver or Modification of Regulations

The Commission shall have the authority to waive or modify one or more of the requirements for subdivision or land development approval contained in these regulations if the Commission finds that:

1. the waiver or modification is reasonable and within the general purposes and intents of these regulations; and
2. literal enforcement of one or more provisions is impracticable and will exact undue hardship because of peculiar conditions pertaining to the land in question; or waiver/modification of the regulation is in the best interest of good planning practice or design as evidenced by consistency with the Comprehensive Plan and the Zoning Ordinance.

B. Reinstatement of Applications

1. In the event that an applicant fails to submit proper materials for a subdivision or land development prior to a deadline established by these regulations, thereby rendering a previously granted approval invalid, the application may be reinstated by the Planning Commission under the following conditions:
 - a. the subdivision is consistent with the Comprehensive Plan, and with the prior approval including all conditions attached thereto;
 - b. the Subdivision and Land Development Regulations are substantially the same as they were at the time of original approval;
 - c. the zoning of the subdivision parcel is substantially the same as it was at the time of the original approval;
 - d. physical conditions on the subdivision parcel are substantially the same as they were at the time of the original approval; and
 - e. any applicable state or federal regulations are substantially the same as they were at the time of the original approval.
2. Where conditions "a" through "e" above can be met, or where one or more conditions are waived by the Commission, the application may be reinstated at the same point in review, thereby allowing the applicant to move to the next stage of approval. If any of the above conditions cannot be met, the applicant shall return to the point in review for which the expired approval was granted.

C. Decisions on Waivers and Modifications

Application for reinstatement of a previously approved subdivision or land development shall be made to the Commission in writing by the developer. The Commission, in approving or denying the request for an extension, shall make findings of fact which shall be made part of the record.

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SECTION X - ENFORCEMENT AND PENALTIES

A. Violations

1. Any person who fails or refuses to adhere to all of the terms and conditions of any subdivision of land or development plan that has been approved by the Planning Commission or the Administrative Officer shall be in violation of these regulations.
2. Any owner, or agent of the owner, who transfers, sells, or negotiates to sell any land by reference to or exhibition of, or by other use, a plat of the subdivision before the plat has been approved by the Planning Commission and recorded in the Land Evidence Records shall be in violation of these regulations.

B. Penalties for Violations

1. Any person adjudged in violation of these regulations shall be liable for penalties not to exceed Five Hundred (\$500.00) Dollars per day, and each day of existence of a violation shall be deemed a separate offense.
2. In the event that a property owner, adjudged in violation of Section IX(A) above, seeks a waiver, modification, or reinstatement of an application, all penalties incurred from the date of violation to the date of request shall be paid in full to the City of Cranston, prior to placement on the Planning Commission agenda. This requirement shall be prohibited from the waiver provision specified in Section VIII.

C. Injunctive Relief

1. The City of Cranston shall have the authority to bring suit in Providence County Superior Court to restrain the violation of, or compel the compliance with the provisions of these regulations.
2. An action for injunctive relieve brought by the City of Cranston in the Superior Court may be consolidated with an action seeking penalties for violation of these regulations

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SECTION XI ADOPTION AND AMENDMENT OF REGULATIONS

A. Procedure

The Commission shall adopt and amend these Subdivision and Land Development Regulations according to the following procedure:

1. Notice of a public hearing on any proposed adoption or amendment shall be published in a newspaper of general circulation within the City at least once each week for three successive weeks prior to the date of the hearing, which may include the week in which the hearing is to be held. The newspaper notice shall be published as a display advertisement, using a type size at least as large as the normal type size used by the newspaper in its news sections. The advertisement shall:
 - a. specify the date, time and place of the public hearing;
 - b. indicate that adoption, amendment or repeal of the Cranston Subdivision and Land Development Regulations is under consideration;
 - c. contain a statement of the proposed amendment that may be printed once in its entirety, or may summarize or describe the matter under consideration;
 - d. advise those interested where and when a copy of the matter under consideration may be obtained or examined and copied; and
 - e. state that the proposed amendment may be altered or amended prior to the close of the public hearing without further advertising, as a result of further study or because of the views expressed at the public hearing, provided that any such alteration or amendment must be presented for comment in the course of the public hearing.
2. Notice of the public hearing shall be sent to the following:
 - a. The Associate Director of the Division of Planning of the Rhode Island Department of Administration. Said notice which may be a copy of the newspaper advertisement shall be sent at least two weeks prior to the public hearing.
 - b. The city or town planning board of any municipality where there is a public or quasi-public water source, or private water source that is used or is suitable for use as a public water source, located within two thousand (2,000) feet of Cranston's boundaries. Said notice shall be sent by first class mail.
 - c. The governing body of any state or municipal water department or agency, special water district, or private water company that has riparian rights to a surface water resource and/or a surface watershed that is used or is suitable for use as a public water source located within Cranston or within two thousand (2000) feet of Cranston's boundaries, provided that governing body of the state or municipal water department or agency, special water district, or private water company has

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filed with the Cranston Building Inspector a map survey showing the areas of surface water resources and /or watersheds and parcels of land within two thousand feet of the areas of surface water resources and/or watersheds, pursuant to RI General Laws Section 45-24-53(E).

3. The Planning Commission shall conduct a public hearing at the date, time and place specified in the newspaper advertisement and notices. At the hearing, opportunity shall be given to all persons interested to be heard upon the matter of the proposed regulations.

B. Availability

Printed copies of these regulations, including all appendices, shall be available to the general public and shall be revised to include all amendments. A reasonable fee may be charged for copies. Upon publication of any adoption of amendment, copies shall be sent to the Planning Division of the Rhode Island Department of Administration, and to the State Law Library.

SECTION XII APPEALS

A. Appeals From Decision of Administrative Officer

1. Process and Timing

- a. Decisions by the Administrative Officer approving or denying projects under RIGL § 45-23-38 Minor Land Development or § 45-23-50 Development Plan Review shall not be subject to this section and shall proceed directly to Superior Court as set forth in § 45-23-71.
- b. An appeal to the board of appeal from a decision or action of the Administrative Officer may be taken by an aggrieved party to the extent provided in RIGL § 45-23-66.
 1. The appeal shall be taken within twenty (20) days after the decision has been recorded in the city's land evidence records and posted in the office of the city clerk.
 2. The appeal shall be in writing and state clearly and unambiguously the issue or decision that is being appealed, the reason for the appeal, and the relief sought.
 3. The appeal shall either be sent by certified mail, with a return receipt requested, or be hand-delivered to the board of appeal. The city clerk shall accept delivery of an appeal on behalf of the board of appeal.
 4. Upon receipt of an appeal, the board of appeal shall require the administrative officer to immediately transmit to the board of appeal, all papers, documents and plans, or a certified copy thereof, constituting the record of the action which is being appealed.

2. Stay.

An appeal stays all proceedings in furtherance of the action being appealed.

3. Hearing.

- a. The board of appeal shall hold a hearing on the appeal within forty-five (45) days of the receipt of the appeal, give public notice of the hearing, as well as due notice to the parties of interest. At the hearing the parties may appear in person, or be represented by an agent or attorney. The board shall render a decision within ten (10) days of the close of the public hearing. The cost of any notice required for the hearing shall be borne by the applicant. The cost of any notice required for the hearing shall be borne by the applicant.

- b. The board of appeal shall only hear appeals of the actions of an administrative officer at a meeting called especially for the purpose of hearing the appeals and which has been so advertised.
- c. The hearing, which may be held on the same date and at the same place as a meeting of the zoning board of review, must be held as a separate meeting from any zoning board of review meeting. Separate minutes and records of votes as required by RIGL § 5-23-70(d) shall be maintained by the board of appeal.

4. Standards of Review.

- a. As established by RIGL Chapter 23, in instances of a board of appeal's review of an administrative officer's decision on matters subject to RIGL Chapter 23, the board of appeal shall not substitute its own judgment for that of the administrative officer but must consider the issue upon the findings and record of the administrative officer. The board of appeal shall not reverse a decision of the administrative officer except on a finding of prejudicial procedural error, clear error, or lack of support by the weight of the evidence in the record.
- b. The concurring vote of three (3) of the five (5) members of the board of appeal sitting at a hearing, is necessary to reverse any decision of the administrative officer.
- c. In the instance where the board of appeal overturns a decision of the administrative officer, the proposed project application is remanded to the administrative officer, at the stage of processing from which the appeal was taken, for further proceedings before the administrative officer and/or for the final disposition, which shall be consistent with the board of appeal's decision.
- d. The board of appeal shall keep complete records of all proceedings including a record of all votes taken, and shall put all decisions on appeals in writing. The board of appeal shall include in the written record the reasons for each decision.

B. Appeals to The Superior Court

1. An aggrieved party may appeal a decision of the board of appeal, a decision of an Administrative Officer made pursuant to RIGL § 45-23-38 Major Land Development or § 45-23-50 Development Plan Review where authorized to approve or deny an application, a decision of the technical review committee, where authorized to approve or deny an application, or a decision of the Commission, to the superior court for Providence county by filing a complaint stating the reasons for the appeal within twenty (20) days after the decision has been recorded and posted in the office of the city clerk. Recommendations by any public body or officer under this RIGL Chapter 23 are not appealable under this section. The authorized permitting authority shall file the original documents acted upon by it and constituting the record of the case appealed from, or certified copies of the original documents, together with any other facts that may be pertinent, with the clerk of the court within thirty (30) days after being served with a copy of the complaint. When the complaint is filed by someone other than the original applicant or appellant, the original applicant or appellant and the Commission shall be

made parties to the proceedings. No responsive pleading is required for an appeal filed pursuant to this section. The appeal does not stay proceedings upon the decision appealed from, but the court may, in its discretion, grant a stay on appropriate terms and make any other orders that it deems necessary for an equitable disposition of the appeal.

2. Appeals from a decision granting or denying approval of a final plan shall be limited to elements of the approval or disapproval not contained in the decision reached by the planning board at the preliminary stage; providing that, a public hearing has been held on the plan, if required pursuant to RIGL Chapter 23.
3. The review shall be conducted by the superior court without a jury. The court shall consider the record of the hearing before the Commission and, if it appear to the court that additional evidence is necessary for the proper disposition of the matter, it may allow any party to the appeal to present evidence in open court, which evidence, along with the report, shall constitute the record upon which the determination of the court shall be made.
4. The court shall not substitute its judgment for that of the Commission as to the weight of the evidence on questions of fact. The court may affirm the decision of the board of appeal or remand the case for further proceedings, or may reverse or modify the decision if substantial rights of the appellant have been prejudiced because of findings, inferences, conclusions or decisions which are:
 - a. In violation of constitutional, statutory, ordinance or Commission regulations provisions;
 - b. In excess of the authority granted to the Commission by statute or ordinance;
 - c. Made upon unlawful procedure;
 - d. Affected by other error of law;
 - e. Clearly erroneous in view of the reliable, probative, and substantial evidence of the whole record; or
 - f. Arbitrary or capricious or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

C. Appeals of Enactment or Amendment of Regulations

1. Any legal resident or landowner of Cranston, or any association of residents or landowners of Cranston may appeal an enactment or amendment of these subdivision and land development regulations by the Planning Commission by filing a complaint in the Providence County superior Court within thirty (30) days after such enactment or amendment has become effective.
2. The complaint shall set forth with specificity the area or areas in which the enactment or amendment is not consistent with:
 - a. Title 45, Chapter 22.2 of the Rhode Island General Laws, known as the Comprehensive Planning and Land Use Regulation Act;
 - b. Title 45, Chapter 24, Section 27 et. seq. of the Rhode Island General Laws, known as the Zoning Enabling Act of 1991;

- c. The Cranston Comprehensive Plan of 2012; or
- d. The Cranston Zoning Ordinance

3. The appeal shall not stay the enforcement of the regulations, as enacted or amended, but the court may, in its discretion, grant a stay on appropriate terms, which may include the filing of a bond, and make such other orders as it deems necessary for an equitable disposition of the appeal.
4. The court shall conduct the review without a jury. If the court finds that the enactment or amendment is not consistent with the statutory, ordinance, or regulatory provisions enumerated in Section XII(C)(2)(b) above, the court shall invalidate the enactment or the amendment, or those parts of such enactment or amendment that are not consistent. The court shall not revise the regulations to be consistent, but may suggest appropriate language as part of the court decision.
5. The court may in its discretion, upon motion of the parties or on its own motion, award reasonable attorney's fees to any party to an appeal, as set forth herein, including a municipality.

SECTION XIII DESIGN AND PUBLIC IMPROVEMENT STANDARDS

A. General

The subdivider, at his own expense, shall construct all improvements where required by the Planning Commission in granting approval for any subdivision or land development project subject to these Regulations.

B. Street Design Standards

The following design standards shall be followed where applicable in the design and construction of any subdivision:

1. Frontage on Improved Streets

The area to be subdivided shall have frontage on an existing improved public street, or shall create new street frontage to serve all proposed lots. If an existing street has not been improved to the standards and specifications as required in these regulations, the commission may require the subdivider to make certain improvements on the part of the street abutting the property or leading to the property being subdivided where necessary for drainage, safety, traffic or other reasons as deemed proper by the Commission.

For purposes of these regulations, streets platted but not improved or accepted for maintenance by the City, shall not be considered "existing" improved public streets. Where these streets are incorporated within the subdivision or land development project, they shall be improved by the developer to meet the subdivision regulation standards.

2. Street Classification

Street design within a proposed subdivision shall conform to a street hierarchy system as established herein. Requirements for right-of-way and pavement width, drainage and other utilities, sidewalks, and other design standards shall be tailored to street function.

The following categories of street classification are regulated herein: arterial, collector, local, marginal access, industrial, commercial.

Except as specifically noted in these regulations, marginal access streets shall meet local street requirements; commercial and industrial streets shall meet collector street requirements.

Local streets shall be so laid out that their use by through traffic will be discouraged.

"Figure 1" on the following page graphically depicts a typical arrangement of streets by classification and context.

Where a subdivision abuts or contains an existing or proposed arterial street, the Commission may limit the number of intersections with the arterial street, and/or require marginal access streets, landscaped buffers, or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of through traffic from local traffic.

Notwithstanding the above provision, the Plan Commission may limit the number of lots that may be developed in subdivisions having only one point of access.

3. Street Widths

a. Right of Way. Street rights-of-way shall be not less than the widths shown below:

Street Type	Right-of Way Width
Arterial	80 feet
Collector	60 feet
Local	50 feet
Marginal Access	40 feet
Industrial	60 feet
Commercial	60 feet

b. Cross-Sections. The apportioning of the street between roadway, sidewalk and landscaped strips shall be in accordance with the "Specifications for Highways Covering Residential and Industrial Plat Developments", as revised, unless specifically modified or waived by the Planning Commission. For unique situations on local roads, on private roads or on cul-de-sacs with fewer than ten lots, the right-of-way width may be reduced to 40 feet and pavement width may be reduced to 24 feet.

4. Street Layout and Arrangement

The arrangement of proposed streets shall be considered in relation to the existing street system, and arterial streets and highways shall conform to the official Comprehensive Plan in effect at that time. Proposed streets shall provide for the continuation or projection of principal streets existing on the adjoining property and shall be continued with at least the same width through the subdivision. Wherever possible, streets shall be planned to conform to the surrounding topographical conditions. Please refer to Figure "2" on the following page.

Street arrangement of the totality of the proposed plat shall be submitted at the preliminary stage. Where a final plat covers only a part of the subdivider's tract, the street system shall be so laid out as to be capable of future coordinated development with the remainder of such tract and adjoining land. In such a case, the prospective future street system of the un-submitted part shall be furnished with the submitted part of the plat.

Where a subdivision borders on or contains a railroad right-of-way or an existing or proposed limited access highway, the Commission may require a marginal access

street approximately parallel to and on each side of such right-of-way or highway, at a distance suitable for the appropriate use of the intervening land.

5. Private Streets

Private streets shall not be permitted except in minor subdivisions as authorized in Section V of these Regulations and in Planned Districts.

6. Street Intersections

Street intersections shall either coincide precisely with, or be offset by at least 105 feet from other intersections. Intersections shall be at 90 degree angles. Lesser angles between 75 degrees and 90 degrees may be approved by the Planning Commission. Please refer to Figure "2" on previous page.

7. Dead-end Street and Cul-de-sac:

Dead-end streets without a turnaround and not designed for eventual continuance shall not be approved. Streets which are designed to have one end permanently closed (cul-de-sacs) shall be provided at the closed end with a turnaround roadway having a minimum outside curb radius of at least thirty-five (35) feet. Such cul-de-sacs shall not exceed four hundred (400) feet in length. In cases where unusual conditions exist, the Commission may modify the requirements for dead-end streets and cul-de-sacs.

8. Grades:

The maximum grade of Arterial and Collector Streets shall be five (5%) percent and the minimum grade shall be one (1%) percent. The maximum grade of Minor Streets shall be eight (8%) percent and the minimum grade shall be one (1%) percent. Where in the judgment of the Commission it is not feasible to maintain a grade of eight (8%) percent or less, the Commission may allow a steeper grade, but in no case shall the grade exceed ten (10%) percent.

Commented [P15]: City Engineer / DPW

9. Access to Adjoining Property

When a subdivision of land would create a land-locked adjoining parcel, the Planning Commission shall require access to said adjoining property. The reservation of strips of land preventing such access shall not be permitted except where their control is placed in the name of the City under conditions approved by the Commission. The Planning Commission may require provision of a temporary turnaround until such time as the adjacent tract is developed. Where agreed to, in writing, the temporary turnaround may be located on the adjoining property subject to approval by the Planning Commission.

10. Street Names

An extension of an existing street shall have the same name as the existing street. Names of other proposed streets shall be substantially different from any existing street name in the City of Cranston.

11. Street Signs

Street name and traffic signs approved by the City Engineer shall be installed by the developer at the developer's expense.

12. Street Lighting

In all new subdivisions where utilities are being installed underground, provisions shall be made for street lighting connections only where required by the City Engineer.

13. Deflection of Street Center-line:

When a deflection angle of ten (10°) or more occurs along the center-line of a street, a curve of reasonably long radius shall be introduced.

14. Reverse Curves:

A tangent at least one hundred (100) feet long shall be introduced between reverse curves on arterial and collector streets.

15. Rounding Property Lines:

Property lines at street intersections shall be rounded with a radius or not less than fifteen (15) feet.

16. Curbs:

Curbs shall be required along the gutter line of all streets and shall have a minimum radius of twenty-five (25) feet at corners. Pre-cast concrete wheelchair ramp curbs meeting RI DOT Standard 43.31/43.32 or 43.34 shall be installed where required by the Engineering Division.

In accordance with Zoning Code Section 30-18(P)(6), the following curb opening requirements are established for new construction:

a. Curb openings shall conform to the following design standards:

Single Family Residential construction	Minimum width 10 feet width 20 feet	Maximum
Multi Family (2 or more units) Commercial and Industrial construction	Minimum width 12 feet width 35 feet	Maximum

b. Curb openings for Corner Lots: On a corner lot, no curb opening shall be located within twenty-five (25) feet of the end of the radius curb.

17. Boundary Markers

Granite or concrete boundary markers shall be of the type specified by the City and paid for by the developer and placed by a Registered Land Surveyor on the street line at the beginning and end of all horizontal curves on both sides of each subdivision (public) street and shall not be more than five hundred feet apart. Monuments shall be set four inches above finished grade of the center of the street.

18. Sidewalks

Sidewalks shall be required to be installed at minimum on one side of all proposed new public streets in residential subdivisions, all residential cluster developments, or multi-family land developments. Sidewalks may be required to be installed along both sides of streets in areas where the Planning Commission finds any of the following:

- a. The subdivision/development is located within one-half mile of a public or private school; or
- b. The subdivision/development is located in reasonable proximity to major public or private destinations such as churches, shopping areas, playgrounds, etc. where there is a reasonable likelihood that pedestrian traffic would result; or
- c. The subdivision is located within an area with high vehicular traffic volumes and where there would be a likelihood of significant danger to pedestrians.

Sidewalks may be waived in the A-80 and A-20 zoning districts, on short cul-de-sacs serving 10 or fewer lots/dwellings, and in residential cluster developments in special circumstances provided none of the conditions noted in a, b, and c above, exist. Where the sidewalk requirement has been waived, loam and seed shall be installed from the curb to the property line.

19. Bicycle Facilities

Bicycle paths/trails/lanes may be required in proposed subdivisions where necessary, to extend an existing bicycle path; to intersect with proposed State bicycle facilities; to connect adjacent subdivisions where vehicular connections would be impractical; or where adjacent or nearby public or private schools, recreation areas or other similar facilities would be likely to generate significant bicycle traffic.

20. Engineering and Land Survey

Wherever it is mandated by these Regulations that certain tasks associated with subdivision plans and improvements be performed by registered professional engineers and/or registered land surveyors, all such tasks shall be performed according to existing and amended standards of the State of Rhode Island and Providence Plantations Board of Registration for Professional Engineers and Board of Registration for Land Surveyors.

C. Landscaping and Street Trees

1. General

The Commission shall encourage that as many trees as possible be left standing when a subdivision is developed. It shall also encourage the developer to plant trees in the front yard area of the proposed house lots. In Planned Districts and where deemed necessary by the Planning Commission, a landscaping plan for the entire development shall be submitted. Landscaping plans shall take into account the proposed land uses in the development as they relate to the surrounding area. The Commission may require the subdivider to plant vegetation for the purpose of buffering adjoining land uses or aesthetic improvement of the plat. Street trees, parking lot trees, and perimeter hedges may be required by the Commission for these purposes. In residential subdivisions the developer shall finish grade the lawn areas of each lot with not less than 5" of top soil.

2. Street Trees

Where natural tree growth is determined by the Planning Commission to be insufficient, the Planning Commission may require the subdivider to plant street trees appropriate for the terrain, soil and climatic conditions encountered in the subdivision, and in accordance with the following standards:

- a. Location- tree trees shall be located at minimum in the sidewalk portion of each collector street right-of-way, or when this is not possible, on the portion of building lots within 10 feet of the street right-of-way line, if assurance can be given by the subdivider that the trees will not be disturbed by building activities. In either case, no street trees shall be located so as to interfere with overhead or underground utility lines.

Trees shall be spaced approximately 50 feet to 100 feet on center, depending on density and other contextual elements of the subdivision plan.

In minor subdivisions/land developments and major subdivisions/land developments with no collector street, the Planning Commission may require street trees be installed at a spacing appropriate to the scale of the development.

- b. Type-The species selected are to be suitable for Zone 6 hardiness and may include, but are not limited to the following types:

Deciduous medium to large trees such as Thornless Honey Locust, London Plane, Gingko, Zelkova, Bradford Pear, and Katsura.

Small deciduous trees such as some Crab Apple (*Malus* species) and Cherry varieties with 15 foot ultimate height.

Conifers such as Pine, Hemlock and Spruce may be used only within the 10 foot area on building lots outside the right-of-way.

- a. Size - Minimum sizes for species listed above are 2 to 2½ inches caliper, measured one foot from ground level in place, and 6 to 8 feet of height in place.
- b. Quality - Street trees shall be balled and burlaped with good root development and branching characteristics. Bare root handling for dormant trees up to 2 1/2 inches caliper may only be allowed during the spring season. All trees shall be of licensed nursery stock, however, native trees may be used if inspected and approved by the City's Tree Warden before planting.
- c. Planting - Street trees shall be planted in holes at least 6 inches deeper and 1 to 1 1/2 times as wide as the root ball. Larger excavation may be required in gravel or sand areas. Trees shall be planted at their previous depth in good quality topsoil or soil conditioned to the quality with sufficient organic matter such as peat moss and a balanced fertilizer.

Trees shall be securely double staked with sturdy stakes of a minimum size of 2" x 2" x 6'.

- d. Screening - Where a proposed residential development abuts an existing or proposed commercial or industrial area, a dense evergreen buffer at least 10 feet in depth, shall be planted along the common boundary between the residential development and such commercial or industrial development.
- e. Inspection - The City Tree Warden shall determine the suitability of the street trees being proposed and certify proper planting techniques and maintenance have been followed.

1. General Landscaping

- a. Landscaping shall be addressed as part of site plan and subdivision design. If a separate landscape plan is required by the Commission, the applicant shall be advised of this requirement at the preliminary review stage of an administrative or minor subdivision, and at the master plan stage of a major subdivision. It shall integrate the various elements of site design, preserving and enhancing the particular identity of the site and creating a pleasing site character. For administrative and minor subdivisions and land developments, landscaping treatments may be integrated into the overall site plan.

- b. Landscaping may include plant materials such as trees, shrubs, ground covers, grass, flowers, etc., but may also include other materials such as rocks, wetlands, stone walls, paving materials, planters, signage and street furniture. Areas which may be required for location of landscaping shall include but are not necessarily limited to the following:
 - (1) Drainage facilities, such as retention/detention basins, or drainage swales;
 - (2) Entrance features;
 - (3) Open space areas;
 - (4) Proposed recreation facilities;
 - (5) Buffer areas;
 - (6) Lot areas which are disturbed during the construction process or where extensive grading removes a significant amount of natural vegetation;
 - (7) Areas subject to regrading or stabilization for soil erosion and sediment control purposes.

- c. Landscape Plan - A landscape plan prepared by a registered landscape architect shall be submitted to the Planning Commission when the Commission determines that (a) existing landscaping is not sufficient; (b) the site of the proposed subdivision has been or will be disturbed so as to require significant new vegetation; or (c) additional landscaping is necessary to protect, preserve, or enhance significant visual characteristics of the site. The plan shall identify existing and proposed treatments, proposed grading at two-foot contour intervals, and lighting specifications. The plan shall indicate the location of all proposed landscaping and shall include construction details as necessary. A planting schedule shall be included to indicate proposed planting by species, size at time of planting and maintenance requirements. Where existing plantings are to be retained, the plan shall indicate proposed methods of protecting them during construction.

D. Lot Design Standards

- 2. Size: Minimum lot areas and dimensions shall conform to the requirements of Section 30-19 of the Code of the City of Cranston, entitled "Zoning", with the following exceptions:
 - d. that if the proposed subdivision is not to be served by a public water system, the Commission may require larger sizes and greater frontages for lots in such area if it deems such action necessary to prevent unsanitary conditions from occurring on such lots. The requirements of the State Department of Health shall be used as a guide for determining whether an unsanitary condition may occur and the lot sizes recommended by the State Department of Health

shall be used as a guide in determining lot sizes and lot dimensions necessary to assure healthful conditions.

- e. that for Planned District proposal, lot areas and dimensions shall conform to the requirements of Section 30-34 or 30-35 of the Code of the City of Cranston, whichever is applicable.
 - f. that depth and width of properties laid out for commercial and industrial purposes shall be adequate to provide for the off-street service and parking facilities required by the type of use and development contemplated.
3. Use: The use of lots shall conform to the requirements of Chapter 30 of the code of the City of Cranston, entitled "Zoning".
4. Frontage: All lots shall front on an existing or proposed public street, or private street in conformance with Section XII(B)(1) above, for the full length of the front lot line and shall have satisfactory access to such street. Double frontage should be avoided.
- a. Minimum Frontage: Minimum street frontage or minimum lot width at the front building line shall conform to the requirements of Section 30-19 of the Code of the City of Cranston, entitled "Zoning" with the following exception:
 - (1) that for Planned District proposals, this regulation shall be superseded by the requirements and provisions of Section 30-34(b)(1) or 30-35(b)(5) of the Code of the City of Cranston, entitled "Zoning" whichever is applicable.
- In any case where the street line shown on the plat takes the form of an arc, the minimum street frontages specified above shall at the option of the applicant, be measured along the building line as fixed by Chapter 30 of the Code of the City of Cranston, entitled, "Zoning".
- When a lot fronts on a temporary cul-de-sac, the building setback line, as required in the City's Zoning Code, shall be measured at the temporary cul-de-sac line.
5. Lot Lines: Side lot lines shall be substantially at right angles to straight street lines or radial to curved street lines for their full length from front to rear with the following exception:
- a. Side lot lines may deviate from this requirement in areas where natural constraints such as watercourses, wetlands, etc., or where prudent subdivision practices necessitate special consideration. In all such cases, the burden will be on the subdivider to justify such deviations in design.

6. Corner Lots: Corner Lots for residential use shall have sufficient width and depth appropriate building setback from both streets. Additional lot area is encouraged to permit larger and more usable rear yard areas.

E. Easements

Easements may be required by the Planning Commission where necessary for the proper location and placement of improvements on private land as described below. The Commission may, in its own discretion, require the dedication of land to the City in lieu of easements if such dedication would provide greater control over and access to the intended use. All utility easements shall be a minimum width of 20 feet except as specified below.

1. Water Courses - Where a subdivision is traversed by a water course, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such water course and of such width as will be adequate for the purpose.
2. Sanitary Sewers - Easements across lots or centered on rear or side lot lines shall be provided for sanitary sewers where they are required. The Planning Commission may require permanent easements of such width as recommended by the Engineering Division, plus temporary construction easements if necessary. The nominal width for a sewer easement shall be thirty (30) feet.
3. Drainage Easements - Easements to install and maintain underground drainage facilities on private land shall be dedicated to the City where required. The nominal width for such a drainage easement shall be twenty (20) feet. Where above-ground drainage flows are directed over private property which does not contain natural watercourses or wetlands, or where publicly owned and maintained drainage systems outfall on private land, a drainage easement shall be dedicated to the City over the area and at a location adequate for the intended purpose. Easements into and upon aboveground drainage facilities such as stormwater detention or retention basins shall be granted to the City wherever stormwater from City-owned streets or other improvements is intended to be directed to such basins.
4. Sight Distance Easements - Where deemed necessary by the Planning Commission to establish or maintain adequate sight distances for vehicular traffic, the dedication of an easement to the City may be required which would prohibit the erection or maintenance of any visual obstruction such as a structure, tree, shrub, wall, earthen embankment, hill or any other obstruction.
5. Bicycle or Pedestrian Access Easements - Bicycle and pedestrian access shall be provided where required on a separate strip of land dedicated to the City or on an easement having a minimum width of 15 feet.

6. Other Easements - All other requirement easements shall be of sufficient width and area for the intended purpose. All utility easements shall be a minimum width of 20 feet and contain at least one concrete bound.
7. Open Space - An easement shall be granted to the City for access to all open space areas of Planned Districts in accordance with Chapter 30 of the Code of the City of Cranston, entitled, "Zoning".

F. Blocks

7. Length and Width: In residential subdivisions in districts zoned for less than 80,000 square feet per family, blocks shall not be more than one thousand (1,000) feet in length, nor less than one hundred sixty (160) feet in width, except where special conditions justify a variation from these requirements. The width of blocks shall be such as to allow two rows of lots.

In residential subdivisions in districts zoned for 80,000 square feet per family, blocks shall not be more than two thousand (2,000) feet in length.

Industrial and commercial blocks shall be laid out in such a way as to be suited for the intended occupancy. The Commission shall require that industrial blocks be large enough to accommodate potential industries, and that commercial and industrial areas make adequate provision for future parking and delivery service.

8. Pedestrian Crosswalks: Pedestrian crosswalks, not less than ten (10) feet wide, may be required through the middle of blocks where deemed essential for pedestrian access to schools, playgrounds, shopping centers, or other community facilities.

G. Alleys

1. In Residential Areas: Alleys shall not be permitted in one and two family residential areas.
2. In Commercial and Industrial Areas: Alleys shall be provided in commercial and industrial areas, except that the Commission may waive this requirement where other definite and assured provision is made for service access, such as off-street loading and parking consistent with, and adequate for the use proposed.
3. Width: The width of an alley shall not be less than twenty (20) feet.
4. Dead-end Alleys: Dead end alleys are prohibited.

H. Utilities

5. Sanitary Sewers - Sanitary sewers shall be installed in all subdivisions and land development projects where such sewer service is required in accordance with the procedures and standards set forth in Chapter 26 of the Code of the City of Cranston, 1970, entitled, "Sewers". Approval to connect to the City sewer system is subject to the availability of adequate capacity in the system..
6. Water Lines - When a public water system is available, water lines shall be installed and water stops shall be provided for each lot in accordance with the Rules and Regulations of the appropriate water utility company. Water lines shall be generally located on the southerly or westerly side of the street whenever possible or as required by the Planning Commission.
7. Gas Lines - Natural gas lines may be installed in any subdivision or land development project at the discretion of the subdivider. If proposed, gas lines shall be located on the northerly or easterly side of the street wherever possible or as required by the Planning Commission.
8. Communication Lines (Electric, Telephone and Cable TV) - All electric, communication (telephone, fire alarm and cable TV) and street lighting lines shall be installed underground. In cases where underground installation is not feasible due to physical conditions of the site or other limitation, an alternative location for these utility lines shall be approved by the Planning Commission if prior approval thereof has been obtained by the utility company involved.

Communication lines are not required to be placed underground for (1) administrative subdivisions; or (2) for minor subdivisions where no street creation is required; or (3) for minor subdivisions where a private street is required and the City will not be requested to accept the street for ownership and maintenance.
9. Fire Hydrants - Fire hydrants shall be installed in all subdivisions where public water supply systems are installed. Hydrant type, location, and spacing shall meet the minimum requirements of the National fire Protection Association or as directed by the appropriate Fire District.

I. Erosion and Sediment Control

10. All major land developments and major subdivisions shall submit a soil erosion and sediment control plan as required herein. Minor land developments, minor subdivisions, and administrative subdivisions shall not be required to submit such plans if the land disturbing activity involved in construction of subdivision improvements meets all of the following criteria:
 - a. Construction activity will not take place within 100 feet of any wetland or coastal feature;

- b. Slopes at the site of land disturbance do not exceed ten percent (10%);
- c. The total area of such activity does not exceed ten thousand (10,000) square feet;
- d. Proposed grading does not exceed two (2) feet of cut or fill at any point.
- e. The grading does not involve a quantity of fill greater than sixty (60) cubic) yards; except where the fill is excavated from another portion of the subdivision parcel and the quantity of fill does not exceed one hundred eighty five (185) cubic yards.
- f. Has all disturbed surface areas promptly and effectively protected to prevent soil erosion and sedimentation.

11. Plan Preparation

The erosion and sediment control plan shall be prepared by a registered engineer, a registered landscape architect, a soil and water conservation society certified erosion and sediment control specialist, or a Certified Professional Soil Scientist.

12. Plan Contents

The erosion and sediment control plan shall include sufficient information about the proposed activities and land parcel(s) to form a clear basis for discussion and review and to assure compliance with all applicable requirements of these regulations. The plan shall be consistent with the data collection, data analysis, and plan preparation guidelines in the current "Rhode island Soil Erosion and Sediment Control Handbook," prepared by the U.S. Department of Agriculture, Soil Conservation Service, RI Department of Environmental Management, and at a minimum, shall contain:

- a. A narrative describing the proposed land disturbing activity and the soil erosion and sediment control measures and stormwater management measures to be installed to control erosion that could result from the proposed activity. Supporting documentation, such as a drainage area, existing site conditions, and soil maps shall be provided as required by the Planning Commission.
- b. Construction drawings illustrating in detail all land disturbing activity including existing and proposed contours, cuts and fills, drainage features, and vegetation; limits of clearing and grading, the location of soil erosion and sediment control and stormwater management measures, detail drawings of control measures; stock piles and borrow areas; sequence and staging of land disturbing activities; and other information needed for construction.
- c. Other information or construction plans and details as deemed necessary by the Planning Commission for thorough review of the plan prior to action being taken as prescribed in these regulations.

13. Performance Principles

The contents of the erosion and sediment control plan shall clearly demonstrate how the principles, outlined below, have been met in the design and are to be accomplished by the proposed development project.

- a. The site selected shall show due regard for natural drainage characteristics and topography.
- b. To the extent possible, steep slopes shall be avoided.

- c. The grade of slopes created shall be minimized.
- d. Post development runoff rates shall not exceed pre-development rates, consistent with other stormwater requirements which may be in effect. Any increase in storm runoff shall be retained and recharged as close as feasible to its place of origin by means of detention ponds or basins, seepage areas, subsurface drains, porous paving or similar techniques.
- e. Original boundaries, alignment and slope of watercourses within the project locus shall be preserved to the greatest extent feasible.
- f. In general, drainage shall be directed away from structures intended for human occupancy, municipal or utility use, or similar structures.
- g. All drainage provisions shall be of such a design and capacity so as to adequately handle storm water runoff, including runoff from tributary upstream areas which may be outside the locus of the project.
- h. Drainage facilities shall be installed as early as feasible prior to any additional site clearance or disturbance.
- i. Fill located adjacent to watercourses shall be suitably protected from erosion by means of rip-rap, gabions, retaining walls, vegetative stabilization, or similar measures.
- j. Temporary vegetation and/or mulch shall be used to protect bare areas and stockpiles from erosion during construction; the smallest areas feasible shall be exposed at any one time; disturbed areas shall be protected during the nongrowing months, November through March.
- k. Permanent vegetation shall be placed immediately following fine grading.
- l. The area within the dripline shall be fenced or roped off to protect trees from construction equipment.
- m. All areas damaged during construction shall be re-sodded, reseeded, or otherwise restored. Monitoring and maintenance schedules, where required, shall be predetermined.

14. Maintenance of Measures

Maintenance of all erosion-sediment control devices under this ordinance shall be the responsibility of the subdivider. The erosion-sediment control

devices shall be maintained in good condition and working order on a continuing basis. Watercourses originating and located completely on private property shall be the responsibility of the subdivider to their point of open discharge at the property line or at a communal watercourse within the property. If proper maintenance procedures are not followed, the Planning Commission may authorize the Administrative Officer to take the steps necessary to ensure proper maintenance by using improvement guarantee funds as provided in Section VII.

15. Periodic Inspection

The Director of Public Works may require inspections at such intervals as he/she may deem necessary to assure proper compliance with the approved Erosion and Sediment Control Plan. Copies of all inspection reports shall be made available to the subdivider upon request.

J. Drainage

16. Stormwater Drainage Facilities

The drainage system may be comprised of natural and man made elements. These include grass swales, retention and detention basins, curbs, catchbasins, culverts and stormwater pipes. The subdivider is encouraged to incorporate natural elements into the drainage design whenever possible. These elements (i.e., grass swales, wet basins) not only collect and transport stormwater, but also mitigate pollution, reduce sedimentation, provide visual amenities and provide potential wildlife habitat.

Where a drainage plan and drainage calculations are required, the plan and calculations shall be prepared by a Registered Professional Engineer. The stormwater drainage calculations, runoff rates and system design shall be based on the application of the appropriate method as follows:

The Rational Method - This method is the preferred method for small systems of 3 acres or less, where no wetlands, ponds or other storage depressions are present, and where drainage is toward the point of analysis.

TR-55 - This is the preferred method for calculating runoff volumes, peak discharge rate, and flood storage requirements for site development between one acre and two thousand acres.

TR-20 - this is for large complex watersheds and systems beyond the scope of TR-55.

The drainage plan and drainage calculations shall contain the following information:

- a. An estimate of the quantity of storm water surface runoff presently flowing from the land proposed to be subdivided, and that which would be generated by the proposed subdivision, calculated on the basis of a 2, 5, 10, 25, and 100 year frequency rainfall.
- b. An estimate of the quantity of storm water surface runoff entering the subdivision naturally from upstream areas within the watershed under present conditions, calculated on the basis of a 2, 5, 10, 25, and 100 year frequency rainfall.
- c. An analysis of the capability of existing watercourses, storm sewers, culverts, and other drainage facilities within the land proposed to be subdivided to handle the runoff as calculated under (1) and (2) above, and proposals to handle such surface runoff. Design criteria for drainage improvements shall conform to the State Specifications as modified by the City of Cranston. Culvert and storm sewers shall be designed for a 25 year frequency rainfall, with a minimum pipe size of 12 inches and a minimum pipe gradient of 0.8 percent.
- d. Proposals for disposal of surface runoff, downstream from the subdivision without damage to land and improvements and to the receiving water body.
- e. The drainage plan shall further indicate how the following specific requirements will be met:
 - (1) That each lot will be adequately drained;
 - (2) That natural drainage patterns will be maintained whenever possible;
 - (3) That all existing watercourses will be left open, unless approval to enclose is granted by the Planning Commission;
 - (4) That all new open watercourses will be seeded, sodded, or paved, depending on grades and soil types;
 - (5) That a continuous drainage system will be installed and connected to a natural or manmade water course or to an existing piped storm drainage system. The ultimate destination of such continuous drainage shall be a permanent natural body of water or wetland. Where the Planning Commission determines that such ultimate destination is impractical, the Commission shall require the construction of a retention area capable of accommodating proposed storm volumes based on a 100 year frequency rainfall;
 - (6) Where any part of the drainage system is proposed for location outside the public street right-of-way, provisions for future maintenance approved by the Planning Commission will be provided;

- (7) That all necessary easements to off-street watercourses will be obtained by the subdivider; and
 - (8) Where volume velocity of the surface runoff is high, the flow thereof shall be controlled by rip-rap, sediment basins, flow spreaders, or other applicable devices and/or techniques recommended in the Rhode Island Soil Erosion and Sediment Control Handbook.
- f. The proposed drainage system shall be designed to accommodate stormwater such that post construction conditions do not result in peak runoff increases in rate or volume from pre-construction conditions.
 - g. The plan should include an assessment of structural integrity to withstand discharge from a 2 to 200 year storm.
 - h. Fenced detention ponds shall be developed in accordance with Chapter 31 of the Code of the City of Cranston. Typically, they shall have bermed or sloped sides, the slopes shall be properly stabilized with grass and/or stone rip-rap, enclosed in a chain link fence of suitable height and design, and any other requirements as may be required by the Director of Public Works. The developer shall maintain these facilities in a clean functioning manner until accepted by the City. (A design guide appears in the RI Erosion and Sediment control Handbook, Soil Conservation Service, 1980 edition).

17. Subdrainage Facilities

If the original ground water elevation, as determined, or the spring ground water elevation as estimated by the Director of Public Works, whichever is higher, is determined to be closer than seven (7) feet to finished grade of the street, then subdrainage facilities adequate to lower the ground water elevation to seven (7) feet below finished street grade or restrictions on the plat providing for location of the lowest floor elevation of a building at least three (3) feet above ground water elevation or restrictions on the plat providing for construction designed to help prevent groundwater from entering the building shall be required. Restrictions shall also be required in such case providing for the location of the lowest elevation of a leaching field outlet at least three (3) feet above the ground water elevation unless the ground water elevation shall be reduced to seven (7) feet below finished street grade. All subdrainage facilities designed to discharge into the City owned storm drainage system shall be allowed to connect by permit only.

K. Off-Site Improvements

- 1. Purpose - This section is intended to ensure that subdividers provide off-site infrastructure improvements in order to mitigate the impacts which are

directly or indirectly attributable to new development. Such improvements may be required by the Planning Commission if the Commission finds there is a reasonable relationship between the requested improvement and the proposed new development. Off-site improvements may include, but not limited to improvements to the following:

- a. sanitary sewers
 - b. water supply systems
 - c. roadways
 - d. sidewalks
 - e. bicycle paths
 - f. drainage systems
 - g. traffic signals
2. Definition and Principles - As a condition of final approval, the Planning Commission may require a subdivider to construct reasonable and necessary improvements located off the proposed land being subdivided. "Necessary" improvements are those clearly and substantially related to the subdivision or land development being proposed. the Planning Commission shall provide in its resolution of final approval the basis for requiring such off-street improvements. In its resolution, the Commission must find that a significant negative impact on existing conditions will result if the off-site improvements are not made, and are clearly documented in the public record. The mitigation required as a condition of approval must be related to the significance of the identified impact. All required off-site improvements must reflect the character defined for that neighborhood or district by the Comprehensive Plan.

L. Areas of Special Flood Hazard

3. The Planning Commission shall examine each proposed subdivision to ensure that:
 - a. If any part of the proposed subdivision is located within an area of special flood hazard as defined in Section II, it is consistent with the need to minimize flood damage.
 - b. It provides for adequate protection against flood damage with respect to materials, design, and methods of construction.
 - c. All public utilities and facilities such as sewers, gas, electrical and water systems are elevated and constructed to minimize or eliminate damage from flooding.
 - d. Adequate drainage is provided so as to reduce exposure to flood hazards.

SECTION XIII - CONSTRUCTION OF IMPROVEMENTS

A. General

The subdivider, at his own expense, shall construct improvements according to the requirements set forth in the booklet entitled, "Specifications for Highways Covering Residential and Industrial Plat Developments," 1987, as revised from time to time by the Department of Public Works and which is available at the office of the Department of Public Works or the City Plan Commission.

Before any work is started for the grading of streets or other improvements that are later to become public, the applicant shall submit to the Engineering Division construction drawings for all proposed improvements, drawn to the scales as specified in the booklet noted above. Elevations are to be based upon Mean High Water Datum.

No improvement shall be constructed without the approval of these plans by the Engineering Division. All road construction, utilities or other improvements that might at a later date be transferred to the City of Cranston for maintenance must be constructed under the supervision and inspection of the Engineering Division.

All public works improvements within the subdivision must conform in all respects to the approved construction documents prepared by the developer's engineer. Additional regulations are as follows:

1. Temporary Cul-de-sacs: In locations where there exists a temporary cul-de-sac proposed for extension into a new subdivision, the developer of the new subdivision shall remove all curbing within the temporary cul-de-sac at his own expense so as to straighten said road and reconstruct the right-of-way to a width equal to the proposed extension, at the developer's expense.
2. Curb Openings: In residential subdivisions, one curb opening shall be allowed per house lot except where a detailed site plan showing two or more is approved by the Department of Public Works. In such case, the developer shall be required to construct each driveway in conformance with said site plan.
3. Monuments shall be placed at corners, angle points, points of curves in streets and at intermediate points as shall be required by the Director of Public Works.

B. Construction Procedures

The following procedures shall be followed by the subdivider and by contractors under the direction of the subdivider in the construction of any subdivision or related improvement:

1. Pre-construction meeting - A pre-construction meeting shall be held with the Director of Public Works and Chief Engineer at least seven (7) days prior to the start of any subdivision improvements. The subdivider (or his duly authorized representative) and the on-site project manager shall attend this meeting.
2. Notification - No step in the construction of required improvements shall commence until the Director of Public Works has been notified at least twenty-four (24) hours in advance of the phases of construction listed in (3) below.
3. Inspection of Improvements - Inspection and approval by the Director of Public Works shall be required for the following phases of subdivision improvements:
 - a. During and following installation of all underground drainage structures, systems and utilities prior to backfilling;
 - b. During and following the preparations of the road sub-grade, shoulders, and curbing;
 - c. During and following the spreading and compaction of the sub-base course;
 - d. During and following the spreading and compaction of the base course prior to the application of the asphalt binder course;
 - e. Immediately prior to and during the application and compaction of the asphalt surface course on the roadway and, if required, sidewalks;
 - f. Following completion of all improvements and installation of bounds;
 - g. At periodic intervals as required to ensure compliance with the approved Erosion and Sediment Control Plan.
 - h. The Director of Public Works may require inspection at such other intervals as he may deem necessary to assure proper construction of improvements.

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4. Request for Inspection - Whenever an inspection is required the developer shall request the Director of Public Works to make such inspection. The Director of Public Works or his representative shall within 48 hours exclusive of Saturday, Sunday and holidays, make such inspection and give to the developer written approval or disapproval of the improvements inspected by him. No subsequent step or phase shall commence until an inspection has been made and approval granted.
 5. As-Built Drawings - Upon completion of construction of all required improvements, and before the performance bond is released and the maintenance bond is accepted, the developer shall furnish two sets of transparent mylar as-built drawings of required improvements to the Administrative Officer.
 6. Inspection Fees - Inspection fees shall be paid in the amount established in Section III, and shall be paid in full before construction begins of any improvements requiring inspection.

