

EAST PROVIDENCE WATERFRONT SPECIAL DEVELOPMENT DISTRICT

DEVELOPER INFORMATION PACKET

Thank you for your inquiry into the development process within the East Providence Waterfront Special Development District. The Waterfront Commission and its Design Review Committee look forward to working with your development team to insure that your project is a success for you and an asset to the City of East Providence.

All projects within the East Providence Waterfront Special Development District must conform to both the Waterfront Special Development District Zoning Regulations and other applicable City requirements of East Providence Zoning Ordinance. Additionally, certain parcels within the District are subject to regulation by the RI Department of Environmental Management (DEM) and the RI Coastal Resources Management Council (CRMC).

Development teams are strongly encouraged to utilize design professionals with experience and expertise in urban or urban ring areas. Proposed projects should provide for a richness of detail and materials and complement other existing or proposed developments within the District. The project design should particularly address the pedestrian experience and connections. There are five general steps that the development team should follow in planning a project within Waterfront District.

1. Executive Director: Contact the Executive Director to discuss the project, the general process and time schedule.

2. Pre-workshop meeting: The development team should schedule a pre-workshop meeting with the Executive Director and, the Commission's design consultant to review the project for general compliance with the Design Regulations.

3. Design Review Committee Workshop Presentation: The development team will schedule a series of workshop presentations with the Design Review Committee to review and refine the project details in compliance with the Regulations. Depending upon the complexity of the project, the development team should anticipate a minimum of two workshop meetings before the project is ready for the final application for approval.

4. Application and Processing Fees: The required application and processing fees are included in Exhibit C of the Commission's Internal Operating Procedures. The development team should note that the required application fee is non-refundable and may be required to be paid in increments as the pre-application workshop reviews occur. The full application fee is due upon the filing of the formal application. The amount of the applicable fee is included in the Commission's Internal Operating Procedures.

Additionally, the development team is responsible for all design and legal consulting, advertising and other costs associated with the design workshops and public hearings.

5. Submission of Formal Application and Public Hearings: Following the design

workshops, the development team will submit a formal application to the Executive Director. Once the application is determined to be complete, the Executive Director will schedule the required public hearings within the next 30-45 day period. The Executive Director is responsible for sending notice of the public hearings to area property owners by certified mail at least 7 days before the scheduled hearing date.

6. Approval/Rejection: Following the testimony received at the public hearings, the Waterfront Commission may vote to (1) reject the project; (2) approve the project with certain conditions, or (3). approve the project as presented. If approved, the Commission will issue a document known as the Certificate of Approval. In order to obtain a building permit, the construction drawings must be developed in accordance with the approved application and stamped and signed by the Executive Director.

The following documents are enclosed and should be reviewed in detail by the development team.

1. Overview
2. Design and Development Regulations (Note pages 10-16: Review and Approval Process)
3. Internal Operating Procedures (Note Section 4: Application Process and Exhibit C: Application and Processing Fee)

Additionally, the development team should review the City of East Providence Zoning Ordinance for provisions that may impact the project

OVERVIEW

THE EAST PROVIDENCE WATERFRONT SPECIAL DEVELOPMENT DISTRICT

ROLE AND APPROVAL PROCESS

THE WATERFRONT COMMISSION

Background

- City-State Partnership created by State Enabling Legislation in 2003 and City Ordinance in 2004.

Role

- Adopt, implement and administer a plan of development for Waterfront District
- Development of Design and Development Regulations.
- Review and approve all public and private sector development plans and improvements in conformance with Design and Development Regulations.
- Design Review process includes oversight on materials, design details including windows, doors, street landscaping, lighting and signage.

Meetings

- All meetings of the Waterfront Commission and its Design Review Committee and Hearing Panel are open to the public. The meetings are posted at East Providence City Hall.

Approval Process

- The development team for proposed projects meet in a series of design workshops with the Design Review Committee and interested members of the public to review and revise, as necessary, massing, height and design details. These include, but are not limited to, materials, roofscape, signage, landscaping, doors, windows, etc.
- At the conclusion of these workshops, the development team submits a detailed application packet for the project.
- Public Hearings on the project are held by both the Design Review Committee and the full Waterfront Commission. **Conditional uses and deviations will be considered at public hearings by the Hearing Panel. [These are advertised in the newspaper and neighboring property owners are noticed via certified mail.]** Proponents and opponents are given the opportunity to speak at these meetings.
- If the project is approved, a Certificate of Approval for the project is issued. No building permit is issued without a Certificate of Approval from the Waterfront Commission.
- If any changes are made to the project, the development team must appear before both the Design Review Committee and the Commission for approval of the changes.

Membership

[See attached]

Subcommittees

Design Review Committee

- Responsible for review of all applications for development
- Comprised of nine members, three members of the Waterfront Commission, the Planning Director, Public Works Director, and three community advisory members.
- Works with the development team on all the design details of a project and then makes a recommendation for approval or rejection to the full Commission.

Hearing Panel

- Reviews applications for deviations, variances, special exceptions-and/or zoning waiver where the Chairman determines an application involves unusually complex factual issues and/or a lengthy evidentiary hearing.
- Comprised of five members designated from the Commission.

Staff

Executive Director and part-time secretarial staff .

East Providence Waterfront Special Development District

Application For A Permit

(File with the Waterfront Commission, c/o Interim Executive Director)
City Hall 145 Taunton Avenue East Providence, RI 02914

Type and print clearly

1. Applicant(s) Name _____
Address _____

2. Owner(s) Name (if different) _____
Address _____

3. Land Surveyor's Name _____
Address _____

4. Assessor's Map/Block/Parcel Number(s) _____
5. Street Address of Property _____

6a. Waterfront Zoning Sub-District _____ 6b. Conditional Uses or Deviations
Proposed _____

7. Any Covenants, Conditions, Restrictions on the land? _____

8. Title Report _____ (Attach to this form) _____ Tax Certification Required (Attach
to this form)

Applicants Signature _____
Date _____
Witness _____

Owners Certification: “(I or we) do hereby certify that (I am or we are) the only owner(s) of record of the property under this application, said property being described in deed(s) recorded in the East Providence Land Evidence Records at Book _____, Page _____, request this as (my or our) record plat for this property.

Owners Signature _____ Date _____
Witness _____

FOR OFFICE USE ONLY

File # _____ Date Submitted _____ Received By (initial) _____
Fee \$ _____ # of Lots or Units _____

COC _____ Design Review Committee

Date of Design Review Committee Meeting _____ Date(s) of Display Ad(s) _____
Action and Date _____

Hearing Panel Committee Meeting _____
Action and Date _____

Date of Waterfront Commission Meeting _____ Date(s) of Display Ad(s) _____
Action and Date _____

Appeal _____ Other Actions Required? _____ Plan Signed _____
(Note: None or date of Appeal) Date

**WATERFRONT DEVELOPMENT SPECIAL DISTRICT COMMISSION
APPLICATION AND PROCESSING FEES**

With the exception of the initial pre-application workshop meeting, the applicant is responsible for all design workshop costs and all costs relating to design review and all public hearings including, but not limited to advertising, certified mail, the public stenographer, legal fees, design review, administrative costs and other direct costs.

In addition, the Applicant shall submit a certified check with the development application in the amount listed below.

Tier I Fees

This fee schedule applies to determinations of consistency of use and alterations, additions and new construction with an estimated time and material construction cost of \$100,000 or less. Project costs shall exclude remediation and site preparation costs.

	Application Fee
• Certificates of Consistency of Use	\$100.00
• Alterations, Additions and Construction	
○ Project Cost \$1000 to \$5,000	\$ 50.00
○ Project Cost \$5,000- \$10,000	\$100.00
○ Project Cost \$10,000- \$50,000	\$250.00
○ Project Cost \$50,000- \$100,000	\$500.00

Tier II Fees

A. Application Fees

<u>Project Cost</u>	<u>Development Application Fees</u>
Over \$100,000	\$100 per \$10,000 value

The maximum application fee charged will be \$50,000

B. Professional Review Fees

(a) The Waterfront Commission may require the applicant to pay additional review fees so that the Commission may hire outside professionals to conduct review of impact analyses submitted by the applicant and to conduct independent reviews. The elements of an application for which the Commission may require additional 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 based upon a written scope of work prepared by the Executive Director in consultation with the Design Review Committee and applicable City staff. 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 a review escrow account established by the Commission.

(b) If any such review is required by the Waterfront Commission, the Commission shall so indicate that at the Pre-Application stage of review, based upon a recommendation of the Executive Director the determination will be based upon the understanding of the Commission and staff, at that time, of the issues posed by an application. This shall not preclude the 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 proposal.

(c) As part of the public record the Waterfront Commission shall indicate its intent to spend any portion of this account and shall specify the purpose for the proposed expenditure(s). Those moneys deposited by the applicant and not spent by the Waterfront Commission in the course of its review shall be returned to the applicant within thirty (30) days after the Waterfront Commission renders its final decision on the application .

C. Other Miscellaneous Fees

Other fees ranging from \$100 to \$500 are applicable for extension of approval, plan modification and signage.

City Application Fees

The applicant is obligated to pay any development permitting fees applicable to City Agencies such as building permit and subdivision fees.

