



Town of North Kingstown

Comprehensive Permit Application & Supplementary Checklist

The Comprehensive Permit Application should be completed for development under the Low and Moderate Income Housing Act (RIGL 45-53).

APPLICATION

Application Date: _____

APPLICATION TYPE*:

___ Administrative

___ Minor (Conventional) ___ Minor (Conservation) ___ Minor (Land Dev.)
Please check: ___ PreApplication ___ Preliminary ___ Final

___ Major (Conventional) ___ Major (Conservation) ___ Major (Land Dev.)
Please check: ___ PreApplication ___ Master
 ___ Preliminary ___ Final

Other (Specify) _____

**If the development requires waivers or modifications it must be reviewed as a major subdivision.*

Please use the Subdivision and Land Development Application if **NOT** developing under the Low and Moderate Income Housing Act (RIGL 45-53)

APPLICANT/OWNER INFORMATION

Applicant

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Is this a corporation? ___ yes ___ no If yes: ___ business ___ nonprofit

Owner (if different than above)

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Preparers of Plans (list all, use separate paper if necessary)

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Attorney

Name _____

Address _____

City _____ State _____ Zip Code _____

DEVELOPMENT INFORMATION

Name of Development/Subdivision _____
 Assessor's Plat/Lot Number(s) _____
 Existing Land Use(s) _____
 Frontage Road(s) /Street Address _____
 Current Zoning (indicate all) _____
 Total Acreage of Property (indicate all) _____
 Minimum Lot Size Required by Zoning _____
 Number of Proposed Lots: _____
 Number of Proposed Dwelling Units: _____
 Square Footage of Proposed Commercial/Industrial Space: _____
 Other (specify): _____

Area of development in development limitation districts _____
 Area of development considered land unsuitable for development _____

Requesting town water (see Water Service Area map)? yes no
 Private or public road system proposed within subdivision? _____

Comprehensive Plan Amendment Required? yes no
 Obtained? yes no
 Area identified in Comprehensive Plan as _____
 Explain: _____

Zone Change Required? yes no
 Obtained? yes no
 Explain: _____

RELIEF SOUGHT

Indicate which sections or provisions of the North Kingstown Zoning Ordinance and the North Kingstown Subdivision and Land Development Regulations from which relief will be required. Include dimensional relief. Use additional paper as necessary.

Section & Subsection Number	Title of Section	Ordinance Requirement	Proposed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AFFORDABILITY FACTOR

	Number of Units	
	Market	Affordable
One Bedroom		
Two Bedroom		
Three Bedroom		
Four Bedroom		
Total		

Government Agencies Providing Subsidy/Financing: _____
 Agency Contact Person _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____ Email _____

COMPREHENSIVE PERMIT SUPPLEMENTARY CHECKLIST

REQUIRED SUBMISSION MATERIALS

Number of Copies

PLANS: Submit 8 full size plan sets & 12 11"x17" copies using the requirements listed in submission checklists (#1 below). Submit only 3 full size and 12 11" x 17" sets of architectural renderings. If submitting a digital copy, only 3 full size plan sets and 12 11" x 17" copies are required.

SUPPLEMENTARY MATERIALS: 20 copies. If submitting a digital copy, only 13 paper copies required.

MATERIALS IN A DIGITAL FORMAT (CD): 1 copy

- ____ 1. Completed checklist for specific subdivision/land development stage (ex. preapplication, master).
- ____ 2. Completed Comprehensive Permit Application Form.
- ____ 3. Filing Fee.
- ____ 4. Letter of Eligibility issued by the Rhode Island Housing Mortgage Finance Corporation in accordance with RIGL 42-55-5.3(a), or, in the case of projects primarily funded by the U.S. Department of Housing and Urban Development or other state or federal agency, an award letter indicating the subsidy, or an application in such form as may be prescribed for a municipal government subsidy.
- ____ 5. Color photograph or legible color copy (8x10 minimum) of existing buildings and site.
- ____ 6. A written request to the local review board to submit a single application to build or rehabilitate low or moderate income housing in lieu of separate applications to the applicable boards. The written request shall identify the specific sections and provisions of applicable local ordinances and regulations from which the applicant is seeking relief. **(submit at preapplication)**
- ____ 7. A proposed timetable for the commencement of construction and completion of the project. Timetable must be updated at each application stage.
- ____ 8. A sample land lease or deed restriction with affordability liens that will restrict use as low and moderate income housing in conformance with the guidelines of the agency providing the subsidy for the low and moderate income housing but for a period of not less than 99 years. **(submit at preliminary)**
- ____ 9. Identification of an approved entity that will monitor the long-term affordability of the low and moderate income units.
- ____ 10. Financial pro forma for the proposed development. Pro forma must be updated and submitted at **preliminary and final application stages.**
- ____ 11. Architectural renderings for multi-unit buildings. **(submit at master, preliminary, and final)**
- ____ 12. List of property owners within 200 feet of property and/or all property owners and entities which require notice under Section 45-24-53 RIGL.

STATE AND FEDERAL PERMITS	<p><u>ADDITIONAL REQUIRED SUBMISSION MATERIALS REGARDING STATE AND FEDERAL PERMITS</u></p> <p><u>FOR APPLICATIONS NOT INVOLVING A SUBDIVISION:</u> Proof of application for all required state and federal permits at the time of submission. All state and federal permits must be obtained prior to recording of the approved plan and/or the issuance of a building permit.</p> <p><u>FOR ADMINISTRATIVE SUBDIVISIONS:</u> Proof of application for all required state and federal permits at the time of submission. All state and federal permits must be obtained prior to recording of the approved plan.</p> <p><u>FOR MINOR LAND DEVELOPMENT/SUBDIVISIONS:</u> Proof of application for all required state and federal permits at the time of preliminary and final submission. All required state and federal permits must be obtained prior to the final plan approval.</p> <p><u>FOR MAJOR LAND DEVELOPMENT/SUBDIVISIONS:</u> Proof of application for all required state and federal permits at the time of master, preliminary, and final submission. All required state and federal permits must be obtained prior to the final plan approval.</p>
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CERTIFICATION	<p>Attest: The information provided on this application is true and accurate.</p> <p>Applicant's Signature _____ Date _____</p> <p>Owner's Signature _____ Date _____</p>
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<p>OFFICE USE ONLY</p> <p>Certified Complete _____</p> <p>Incomplete Information or Comments</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
