



Town of North Providence Department of Planning

1951 Mineral Spring Avenue, North Providence, RI 02904 - Phone: (401) 233-1419

North Providence Planning Board of Review Requirements

The following requirements must be completed prior to the Planning Board of Review processing your application for hearing.

1. All questions on the application must be answered. The OWNER of the property and the APPLICANT/APPLICANTS must sign the application. Please provide us with a telephone number where you can be reached.
2. You must submit with your application a 200 foot radius map with a typed list of abutting owners with addresses within the 200 foot radius, along with all building and plot plans and a Class I survey of your property if a building or an addition is being erected. On your list of abutting lot owners, please list the plat and lot number next to their name. Please include the planning department and owner on the abutter's list.
3. You must submit twelve (12) copies of each item. Application, 200' radius map, list of abutters, plans, etc. One digital copy (pdf) of all plans should also be submitted, on digital media or by email to planning@northprovidenceri.gov unless this requirement has been previously waived by the planning director.
4. All applications must be given to the Planning Director at least fifteen (15) days prior to the hearing for advertising. Notice must be sent to the planning department and to each owner of property with 200 feet of the perimeter of the property, by certified mail with return receipt requested, of the time and place of the hearing not less than ten (10) days prior to the date of the hearing. Certified mail receipts for notification must be provided to the planning department prior to the hearing.
5. The Planning Director must receive the application and all supporting documents and certify the application as complete prior to filing with the Planning Board.
6. All applications will be presented to the North Providence Planning Board for review as to compliance with the Town's Comprehensive Plan at the Planning Board's regularly scheduled meeting. Meetings normally occur on the second Wednesday of the month. The Planning Board does not require the applicant to be present, but encourages the applicant to attend the Planning Board meeting to explain the nature of the request.
7. At the time of filing of your application, all fees must be paid. The filing fee is \$125.00, plus your share of the cost of publishing a newspaper advertisement providing notice of the meeting must be paid to the Town of North Providence.
8. The Planning Board of Review normally meets on the 2nd Wednesday of each month. Meetings will be advertised in a local newspaper and posted on the Rhode Island Secretary of State's web site by the planning department in accordance with the public notice requirements of the subdivision regulations and the Rhode Island law.
9. If any of the above requirements have not been met the application and/or hearing process will be delayed.
10. If you need any further information regarding this application, please feel free to contact the Planning Department at (401) 233-1419.