



Newport Zoning Application Submittal Requirements

How To Use This Packet

This Zoning Application Submittal Requirements packet describes all of the materials required to submit a complete Zoning Application to the Planning and Development Department. The following is a brief description of how to use this package.

The Zoning Application Submittal Requirements Checklist (page 2 of this package) is *required* to be filled out and submitted as part of your application materials.

Staff will verify that the minimum submittal requirements have been included with your package when you submit your application.

Sections of the Checklist

- **Section 1 – Application Forms**, is a checklist of Application forms and materials required for all projects.
- **Section 2 – Plan Package**, describes the typically-required plans and drawings needed for the Zoning Officer to initially review the project for completeness and public noticing, and for the Zoning Board to visually understand and review the project in preparation for any needed public hearing. The specific plans and drawings required are described in detail within that section (pages 4-7).
- **Section 3 – Supporting Documents**, comprises a list of supporting materials that may be required based on the project type or location. These items are used to understand the project further, or to provide technical reports to bolster a project.
- Other information not included on this checklist may be requested to address unique situations.

All the items included in the checklist are described in detail in this packet, starting on page 3. Each item of the checklist describes: 1) when an item is required, and 2) indicates how to prepare each document, drawing, material, and/or report.

All documents, reports and plans must be provided in hard copy and digital format. Please email digital copies to Zoning@cityofnewport.com



Newport Zoning Application Submittal Requirements

DATE STAMP HERE

ZBR _____ - _____ - _____

- Special Use Permit (new)
- Special Use Permit (modification)
- Variance
- Modification

(This box for staff use only)

SUBMITTAL REQUIREMENTS CHECKLIST

Applications that are missing materials in this checklist will not be accepted for review.

Section 1 – Application Forms – Page 3 of the Guide *Required for All Projects*

- A. Completed Zoning Project Application Packet comprised of the following individual sections:
 1. Zoning Project Application Form
 2. Completed copy of this Zoning Application Submittal Requirements Checklist (Page 2)
- B. Request to Waive any Submittal Requirements (*if applicable*)
- C. Application Fee (Please Refer to Current Fee Schedule)

Section 2 – Plan Package – Pages 4-7 of the Guide *Required for All Development Projects (Involving New Structures, Additions, Exterior Alterations, etc.) Individual requirements of the Plan Package (listed below) may differ depending on the project*

- A. Class I Site Survey
- B. Proposed Site Plan
- C. Lot Coverage Diagram
- D. Floor Plans
- E. Stormwater Management Plan
- F. Landscape Plan
- G. Building Elevations
- H. Change of Use

Section 3 – Supporting Documents, Studies, Graphics, and Depictions – Page 8 of the Guide *May be required for certain Development Projects*

- A. Site Photographs
- B. Photo Simulations
- C. Structural Evaluation
- D. Parking Survey
- E. Traffic Impact Analysis



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Guide

Section 1 – Application Forms

Required for All Projects

A. Zoning Project Application Packet

1. **Zoning Application Form** available at: <http://tinyurl.com/2p8fu8ks>
2. **Zoning Application Submittal Requirements Checklist** (page 2)

B. Request to Waive any Submittal Requirements

If requesting to waive any of the submittal requirements, submit a written statement (on separate 8½" x 11" paper) that briefly describes which requirements of this checklist you are requesting to be waived, and provide your reasoning. The Zoning Officer will evaluate your request and determine if the waiver is appropriate.

C. Application Fee

Submit required fees to the Zoning Clerk at the time of submitting your application. Application fees are accepted only by Cash or Check, and are non-refundable.

Fee schedule is available online at: <http://tinyurl.com/mpu87m7y>



Newport Zoning Application Submittal Requirements

Section 2 – Plan Package

Required for All Development Projects (Involving New Structures, Additions, Exterior Alterations, etc.)

Individual requirements of the Plan Package (listed below) may differ depending on the project

Plan Package – General Requirements

1. All plans must be fully dimensioned, and include:

- Name of person preparing plans (licensed architect required for certain projects, see Item 3 below)
- Dates of preparation and revision
- Project address
- Graphic scale (see Item 2 below for minimum scales)
- North arrow
- Legend describing all symbols and notations
- Building Code construction and occupancy types.

For applications to modify a prior permit, the plans must clearly show the approved and modified project, and you must “cloud” all changes from the approved project.

Note: *The City of Newport GIS Portal is an online resource to find basic site characteristics, including zoning district, historic district overlay, and other information:*

<https://newportri.mapgeo.io/>

2. Plan Set / Minimum Scale:

One set of project plans, drawn to scale, no larger than 11” x 17” or 12” x 18”. Must meet minimum scale of 1/16” for site plan and 1/8” for all other drawings. If site or building is too large to fit on sheets at minimum scale, provide one (1) additional larger set meeting minimum scale. Label the scale at full and reduced plan sizes (i.e., 1/4” at 24” x 36”, 1/8” at 12” x 18” paper).

Note: **Plans are often released to the public on paper no larger than Letter Size (8½”x11”), and you must format your plans to ensure all images and text are legible at this size.**

Additional plan sets may be required by the Zoning Officer, if necessary to facilitate project review.

3. Architect or Engineer Required for Certain Projects

Plans that require preparation by a licensed Rhode Island design professional (such as an architect or engineer) shall bear the architect or engineer’s stamp and signature on each sheet.* This requirement may be waived for projects involving only minor alterations or repairs; consult with the Zoning Officer.

*Projects requiring an architect or engineer include construction, alteration, improvement or repair of (1) any non-residential or mixed-use building; or (2) any residential building or group of buildings over 2 units



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Individual requirements of the Plan Package (listed below) may differ depending on the project

A. Boundary Survey (Class I Site Survey)

Required for the following projects:

- Any new principal building exceeding lot coverage or not compliant with setbacks
- Expansions of a building footprint exceeding lot coverage or which does not comply with setbacks
- Construction of accessory buildings/structures over 200 square feet exceeding lot coverage or which do not comply with setbacks

Surveys are *exempted* in the following cases:

- Condensers, propane tanks, and generators
- Accessory structures under 200 square feet/temporary accessory structures

Submit a survey meeting the following requirements:

1. Stamped, signed by a licensed Rhode Island surveyor (a copy is sufficient)
2. Minimum scale of 1/10" = 1'
3. All property lines, curb and sidewalk, spot elevations, existing structures, building dimensions, and setbacks to all property lines

The survey must be recorded with Land Evidence (if not already done).

B. Proposed Site Plan

Required for all projects.

A sample Site Plan showing an addition is available online at: <http://tinyurl.com/yhn22xd8>

The Site Plan must show the following (*if applicable*):

- Property lines, lot dimensions, and setbacks required by applicable zoning district
- Existing and proposed principal building footprint(s) (dimensioned), dimensioned setbacks (existing and proposed), decks, enclosed accessory structures (such as garages, sheds, and gazebos) and projections such as eaves, balconies, and bays.
- Show pools, patios, hot tubs, and all other unenclosed accessory structures
- Delineation of proposed additions, if any, with shading or another appropriate method.
- Driveways and parking spaces with dimensions, location of ADA spaces and security gates
- Utility meters / boxes / equipment for all wet and dry utilities – including above-ground and under-ground, in conformance with utility company standards, including on the site and in the public right of way (subject to approval by the Public Services Department).



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Section 2 – Plan Package

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C. Lot Coverage Diagram

Required for all expansion projects and new structures above or below grade.

A sample Lot Coverage Diagram is available online at: [\(INSERT LINK HERE\)](#)

- **Submit** the Lot Coverage Diagram, using the Site Plan as a base map. This diagram must show the fully dimensioned site, depicting existing and proposed lot coverage in compliance with the applicable zoning district development standard.

D. Landscape Plan

Required for projects proposing significant additions or site work.

A sample Landscape Plan is available online at: <http://tinyurl.com/4sn77rhr>

The Landscape Plan must show the following:

- Any existing landscaping to remain and to be removed
- All proposed landscaping, including all existing and proposed trees, including street trees, hedge rows, and ground cover.
- All paved areas and surface treatments
- Significant natural features such as creeks, ponds, and prominent landforms.

E. Stormwater Management Plan

Required for projects proposing more than 200 sq.ft. of new impervious surfaces.

A sample Stormwater Management Plan is available online at: <http://tinyurl.com/4mmhgw4a>

The Stormwater Management Plan must show the following:

- Location of new impervious surfaces
- Location of new gutters, downspouts, and tie-ins to existing on-site drains
- Location of proposed new on-site drains and water flow locations
- Location of proposed raingardens or bio-retention facilities

F. Floor Plans

Required for all projects involving interior changes.

A sample Floor Plan is available online at: <http://tinyurl.com/2p92zb5a>

The Floor Plan(s) must show the following:

- All floors, including basements and attics
- Use of all rooms (existing and proposed), per the Rhode Island Building Code
- For changes to existing buildings, provide separate plans for existing and proposed conditions, or if changes are limited, use dashed lines for demolished features and solid lines for new features.
- Floor plans of proposed accessory structures, including all floors and uses.



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Section 2 – Plan Package

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Individual requirements of the Plan Package (listed below) may differ depending on the project

G. Building Elevations

Required for all projects modifying exterior elements of the structure.

A sample Building Elevation is available online at: <http://tinyurl.com/3dafv879>

The Elevations must show the following:

- All exterior features and openings, including finishes and materials
- Existing and proposed average grade, max. building height, and finished floor elevations.
- **For changes to existing buildings**, provide separate elevations for existing and proposed conditions, or if changes are limited, used dashed lines for demolished features and solid lines for new features.

H. Changes of Use

Applications that *only* propose to **change the type of activity or use** occurring within the building or on the property must submit the following site-related information:

- Plans meeting the general requirements listed on page 4
- Site Plan showing the following:
 - i. Property lines, lot dimensions, and setbacks required by applicable zoning district
 - ii. Existing principal building footprint(s), dimensions, dimensioned setbacks (existing and proposed), and projections such as eaves, balconies and bays. Show all buildings, including garages, sheds, etc.
 - iii. Driveways and parking spaces with dimensions, location of handicapped parking spaces, bicycle racks, and security gates.
- b. Floor Plans showing the following:
 - i. All floors, including basements and attics
 - ii. Use of all rooms (existing and proposed), per the Rhode Island Building Code
 - iii. For buildings with multiple commercial tenant spaces, label the use of each tenant space within the subject building.

Note: *For changes to existing buildings, provide separate plans for existing and proposed conditions, or if changes are limited, used dashed lines for demolished features and solid lines for new features.*



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Section 3 – Supporting Documents, Studies, Graphics, and Depictions

May be required for certain Development Projects

A. Site Photographs

Required for all projects proposing exterior modifications.

Submit one set of exterior photos, that meet the following requirements:

1. Photos on 8½" x 11" paper with captions or a key indicating the location of each photo.
2. Provide an adequate number of photos to show entire project site and all adjacent buildings for context. Where possible, take wide-angle shots showing project site and adjacent buildings together.

B. Photo Simulations

Required for a project creating any of the following:

- Wireless telecommunications projects
- New Commercial buildings

C. Structural Evaluation

Required for any project that is not a demolition, but is removing between 25% and 49% of a main building's exterior wall and between 25% and 49% of a main building's roof framing (including in-kind replacement of existing framing), in order to confirm the feasibility of retaining the remaining portions of any wall and roof. A Structural Evaluation is not required for projects requesting full demolition.*

Submit a demolition diagram that indicates the percentage of each wall and roof that is proposed to be replaced or removed, as well as a report by an independent, fully credentialed structural engineer that evaluates whether, in the expert's opinion, retention of structural elements not proposed for removal is feasible.

*Demolition: Destroyed in whole or in part. Destroyed in part means when 50% or more of the enclosing exterior walls.

D. Parking Survey

Required for projects requesting a variance to any required off-street vehicular parking spaces pursuant to the Zoning Ordinance, located in a Business or Commercial District

E. Traffic Impact Analysis

Required for the following types of projects:

- Major Subdivisions
- New construction of a commercial building
- Special Use Permit Category 2 and 3 projects

Traffic Impact Analyses will be reviewed by the Interdepartmental Traffic Committee (ITC) prior to any hearing at the Zoning Board.