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Department of Planning & Development
43 Broadway, Newport, RI 02840

Application E

Application Date: _____

Application Fee: \$ 150.00

Principal Structure(s) Demolition Approval Application

Demolition Approval from the Technical Review Committee (TRC) is required by [Chapter 17.88 of the City of Newport Code of Ordinances](#) for structures associated with the principal use of a property outside of a local historic district. The applicant shall submit one digital copy of all required documents in the attached checklist, as set forth in Section 17.88.040. The TRC's review is to ensure that the proposed demolition is not detrimental to the public health, safety, and general welfare. The Applicant should provide a statement of the reasons for the demolition. It is strongly suggested that all applications request informal preliminary review with the City Planner prior to submittal of an application and the commencement of serious design work by consultants.

Basic Information

Subject Property Address on file with City Engineer

Tax Assessor's Plat and Lot

Street

_____, _____
Plat Lot

Property Owner's Contact Information

Name

Mailing Address

Email

Phone

Applicant's Contact Information (only complete if different)

Name

Mailing Address

Email

Phone

Property owner's signature authorizing submission of this application and certifying under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

Signature of Property Owner

Please provide contact information for any attorneys and/or design consultants retained. For properties with multiple owners, complete one form for each owner. For demolitions on multiple properties, complete one form for each property.

Principal Structure(s) Demolition Approval Application

- Chapter of the Newport Code of Ordinances governing demolition of structures outside the local historic district is available here: [Chapter 17.88](#)
- Link to the Newport GIS to verify if your property is located within the local historic district: <https://newportri.mapgeo.io/>
- Application form is available here: [https://www.cityofnewport.com/city-hall/departments/zoning-inspections/zoning-\(1\)/forms-applications](https://www.cityofnewport.com/city-hall/departments/zoning-inspections/zoning-(1)/forms-applications)

Submittal requirements

Per [Chapter 17.88](#) and the Principal Structure(s) Demolition Approval Application form, the following items are required:

Application, signed by the owner of the property	
Articles of incorporation or other documentation to establish who is authorized to sign on behalf of the owner, if applicable	
Fee (non-refundable)	
Demolition staging plan (graphic or narrative)	
Site plan identifying all existing structures and all trees of diameter eighteen (18) inches or greater	
Plans and elevations for the proposed reuse of the property	
Stormwater management plans and specifications made in conformance with the requirements of the city's stormwater management ordinance (graphic and/or narrative; concerning demolition work only)	
Site restoration plans and specifications; only applicable if commencement of construction of a new structure is not planned within sixty (60) days after completed demolition	
Statement of reasons for the demolition	
Photographic documentation of the structure	

Please note that only complete applications will be processed.

Review process

1. Applicant may request a pre-application meeting or consultation with the City Planner prior to submitting the application. Please note that the application fee is non-refundable once submitted for official review.
2. Staff reviews the application submittal for completeness. Applicant will be notified via email if additional information is needed to process the application.
3. After staff has deemed the application complete, the application will be placed on the next Technical Review Committee meeting agenda. Technical Review Committee meets in Newport City Hall on the second Wednesday of each month. Complete application must be received at least eight business (8) days prior to the meeting.

4. The application is reviewed by the Technical Review Committee, consisting of city staff, for technical aspects of the proposal. Technical Review Committee's findings and recommendations serve in an advisory capacity to the Building Official.
5. Upon Technical Review Committee approval of the application, the applicant can proceed to obtaining a demolition permit. Please note that the TRC may impose conditions of approval to achieve conformance to the required findings, which shall be met prior to the issuance of the demolition permit.

Contact: Hayden McDermott, Assistant Planner

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