



City of Newport, Rhode Island  
Department of Planning & Development

**Minor Subdivision & Land Development Application Submittal Checklist**

Applications can be submitted at <https://newportri.portal.opengov.com/>. Select “Planning & Zoning Department”, then “Planning Application” and “Apply Online.” When prompted, select either “Minor Subdivision” or “Minor Land Development” as the Application Type.

The below documents must be uploaded as PDFs with the online application. After the Planning Application Form questions are completed, you will be brought to an “Attachments” page where there will be labelled places to upload different types of application materials.

**Preliminary Plan Requirements\*:**

- Online Planning Application Form** with all fields completed.
- Application Fees** – The online application system accepts credit cards. Checks can be mailed, and both checks and cash can be accepted in person. **DO NOT MAIL CASH.**
  - o Minor subdivision/land development application fee: **\$150 per phase**
  - o Unified Development Review (UDR) fee - **\$200** for Residential or **\$500** for Commercial
- Proof of Ownership** – Copies of deeds, purchase and sales or other proof of authority to file
- Tax Certificate** – A certificate from the Tax Collector of the City that all taxes due on the subject land have been paid to date
- Site Plan** – SEE DETAILED PLAN REQUIREMENTS ON PAGE 2
- Project Narrative**
- Written confirmation and/or permits** from any required federal, state, or local agencies (If applicable). Submit any documentation that you may have to date. State agencies usually require that the applicant obtain preliminary plan approval from the municipality first. In this case, permits shall be required to be submitted with the Final Plan application.

**\*For Applications with Unified Development Review** – to be submitted with Preliminary Plan:

- UDR fee** (see Application Fee information above)
- 200 ft Radius Map & Abutter List**
- Affidavit of Mailing** – to be submitted 5 days before your hearing date

**Final Plan Requirements:**

- Application Fee** - \$150 per phase
- Upload updated **Final Site Plan** – SEE DETAILED PLAN REQUIREMENTS ON PAGE 3
- Permits** from any required federal, state, or local agencies (if applicable)
- Upload updated versions of any materials revised since or that were required as a condition of the preliminary plan approval.
- To be submitted for recording after staff has reviewed and approved the Final Plan:** Site Plan generated on Mylar (24”x36”) at a scale of 1” = 50’ or larger and three (3) paper copies.



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**Preliminary Plan Plat Requirements:**

- i. Preliminary Plan Plat must be prepared and signed by a certified engineer or land surveyor.
- ii. Name of the subdivision or project;
- iii. Purpose statement, including existing and proposed number of lots;
- iv. Name and address of record owner, subdivider and designer or surveyor, date prepared, north point, graphic, scale, acreage and number of lots;
- v. Names of all abutters, as determined from the most recent official tax list;
- vi. Vicinity map showing the relationship of the subdivision/development parcel(s) of the area within a half-mile radius;
- vii. Existing and proposed lines of streets, ways, boundaries, utilities, easements, lots, and public areas within the plat, with adequate dimensions; a notation as to whether the proposed street extension or creation is to be public or private;
- viii. Locations of existing & proposed monuments (granite, 4"x4"x30", place at least one at one end per a proposed or adjusted property line);
- ix. Proposed land use and existing zoning;
- x. Proposed system of drainage, dimensions of storm sewers, approximate location of water mains, sanitary sewers and drainage structures;
- xi. The location of all existing structures, fences, stone walls, and trees of more than eighteen (18") inches diameter with a note if they were to be remain or be removed;
- xii. Identification of any geologic formations, including boulders, rock outcroppings, cliffs, coastal features, etc.; existing and proposed topography with two-foot contour intervals, elevations based on Newport NAVD 1988 unless otherwise indicated by the Planning Board;
- xiii. Profiles of proposed streets with adequate ties to existing streets;
- xiv. Areas within a flood plain as identified in the FEMA Flood Plain Map, if applicable;
- xv. A sketch map of any remaining part of the subdivider's entire tract shall accompany the plat, showing the location, names, and present widths of adjacent existing streets and the proposed general layout of streets in the entire parcel; and
- xvi. A draft of protective covenants, if any, with which the subdivider proposes to regulate and protect the proposed subdivision.
- xvii. References shall include the recording numbers and complete titles of the documents used in preparing the plat.



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**Final Plan Plat Requirements:**

- i. Final Plan Plat must be prepared and signed by a certified engineer or land surveyor.
- ii. Name of the subdivision or project
- iii. Purpose statement, including existing and proposed number of lots
- iv. North point and scale;
- v. Name and address of record owner, subdivider, designer or surveyor;
- vi. Existing and proposed lines of streets, ways, lots, easements, utilities, including sewage disposal, natural water channels, public areas; proposed names of new streets shall be shown in pencil until the names have been approved by the Planning Board;
- vii. Names and addresses of all abutters as determined from the most recent official tax list;
- viii. Existing fences, structures and trees eighteen (18”) inches or more in diameter that are to remain; Sufficient data to determine the location, direction and length of every street and way, lot line and boundary line, and to establish these lines on the ground;
- ix. Location of all permanent monuments properly identified as to whether existing or proposed; Location, name and present widths of streets bounding, approaching or within reasonable proximity of the subdivision;
- x. Indication of purpose of easements, if any;
- xi. Existing and proposed topography at a suitable contour interval at City datum;
- xii. Profiles on the center line of proposed streets at a horizontal scale of one-inch equals forty feet and a vertical scale of one-inch equals four feet or other scales acceptable to the Planning Board; all elevations shall refer to the city datum (NAVD 1988);
- xiii. Note of restrictive covenants, if applicable; and
- xiv. Subdivision approval block as on the following graphic located in the bottom right quarter of the plat:

<p><b>MINOR SUBDIVISION APPROVAL</b></p> <p>This subdivision is hereby approved in accordance with Rhode Island General Law § 45-23-38 and Section I – General Provisions of the Newport Subdivision Regulations this _____ day of _____, 20__</p> <p>_____</p> <p>Administrative Officer</p> <p>Approved for filing this _____ day of _____, 20__</p>
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\*Mylar plans shall be on polyester film no larger than 24” x 36” or a scale of 1” to 50’, single matte with a thickness of 3 mils (.003 inches), and must have opacity so as to allow consistent computer scanning. All plans shall be prepared using a compatible ink with excellent cohesiveness which will produce a permanent bond and result in a plan with long term durability. All signatures must be in black India ink or its equal.



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**Summary of Application Timeline**

<u>Application Type:</u> <u>Application Phase</u>	<b>Minor without UDR or Street Creation</b> (no zoning relief/special use permit, or the relief qualifies as a modification)	<b>Minor with Unified Development Review and/or Street Creation</b>
Preliminary	<b>15 days</b> for City Staff to review for completeness*	<b>25 days</b> for City Staff to review for completeness*
	<b>65 days</b> for Administrative Officer decision	<b>95 days</b> for Planning Board decision. A Public Hearing is held within this timeframe.
Final	<b>15 days</b> for City Staff to review for completeness	<b>25 days</b> for City Staff to review for completeness
	<b>25 days</b> for Administrative Officer decision	<b>25 days</b> for Administrative Officer decision
	Approval expires after <b>1 year</b> from the date of approval if a plan in conformity with the approval is not recorded in the City’s Land Evidence Records. Approval may be extended if requested by the applicant in writing and approved by the Planning Board.	

\* Applications which require relief which qualifies only as a modification shall proceed by filing an application for a modification with the zoning officer. If such modification is granted, the application shall then proceed to be reviewed by the administrative officer pursuant to the applicable requirements of this section. If the modification is denied or an objection is received, such application shall proceed under unified development plan review. See [Zoning Code Section 17.108.010 Modifications](#).

Minor Subdivision & Land Development application [submittal requirements](#) can be found in the [Subdivision and Land Development Regulations](#) – Section I. State regulations regarding the definitions and approval process of subdivision and land development applications recently changed. See RIGL § 45-23-32 Definitions and § 45-23-38 Minor land development and minor subdivision review, [as amended in June 2025](#), for information regarding application types and approval processes.