



# Town of Exeter, RI

## PLANNING BOARD APPLICATION INSTRUCTIONS

### **ALL APPLICATIONS MUST INCLUDE:**

1. ORIGINAL PLANNING BOARD APPLICATION
2. REQUIRED FEE (see fee schedule)
3. COMPLETED APPROPRIATE CHECKLIST (SEE SECTION 12.0 -LAND DEVELOPMENT/SUBDIVISION REGULATIONS)
4. PROJECT NARRATIVE
5. ANY OTHER INFORMATION (SITE PLAN, OWTS, ETC.)
6. PDF FILE AND USB DRIVE OF ALL INFORMATION AND PLANS
  - o *PDF file can be e-mailed to [planningboard@exeterri.gov](mailto:planningboard@exeterri.gov)*
7. 12 COPIES OF THE ABOVE **MUST BE COLLATED**, PLUS THE FOLLOWING APPLICABLE DRAWINGS LISTED BELOW BASED ON APPLICATION PHASE:

### **Pre-application:**

Minor Subdivision – Two (2) 24x36 full size copies and Twelve (12) 11x17  
Major Subdivision or Major Land Development Project – Four (4) 24x36 full size copies and Twelve (12) 11x17

### **Master Plan:**

Minor Subdivision – Two (2) 24x36 full size copies and Twelve (12) 11x17  
Major Subdivision or Project – Four (4) 24x36 full size copies and Twelve (12) 11x17

### **Preliminary Plan:**

Minor Subdivision – Two (2) 24x36 full size copies and Twelve (12) 11x17  
Major Subdivision or Project – Four (4) 24x36 full size copies and Twelve (12) 11x17

### **Final Plan:**

Minor Subdivision – Four (4) 24x36 full size copies and One (1) Mylar\*  
Major Subdivision or Project – Four (4) 24x36 full size copies and One (1) Mylar\*  
**Electronic Submission (USB Drive) – One (1)-for all final submissions\*- see requirements in regulations**

- \* This submission is after the Planner reviews the final plan and the plan is ready for signing and recording.

### **Unified Development Review Application:**

In addition to a submitting a Unified Development Review Application, you must also submit one of the following applications: Minor Subdivision, Minor Land Development, Major Subdivision, or Major Land Development. Two (2) to Four (4) 24x36 full size copies depending on the project; and Twelve (12) 11x17.

For questions, please call the Exeter Planning Office at 401-294-2592 or e-mail to: [planningboard@exeterri.gov](mailto:planningboard@exeterri.gov)



# Town of Exeter, RI

## APPLICATION FOR LAND DEVELOPMENT, SUBDIVISION OF LAND, AND/OR UNIFIED DEVELOPMENT REVIEW

APPLICATION TYPE:

*All applications must have completed checklist attached by applicant; see instruction sheet.*

Pre-Application  
 Administrative Subdivision  
 Unified Development Review  
 Other \_\_\_\_\_

Minor  
 Preliminary Plan  
 Final Plan

Major  
 Master Plan  
 Preliminary Plan  
 Final Plan

1. **Date of Application:** \_\_\_\_\_
2. **Applicant's Name:** \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, & Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_
3. **Property Owner's Name (If Not Applicant):** \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State & Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_
4. **Applicant's Engineer/Surveyor:** \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State & Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_
5. **Assessor's Plat, Block & Lot Number(s):** AP \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT (S) \_\_\_\_\_
6. **Address of Application** \_\_\_\_\_
7. **Name of Proposed Subdivision or Development:** \_\_\_\_\_
8. **Frontage Road:** \_\_\_\_\_
9. **Current Zoning of Property:** \_\_\_\_\_
10. **Zoning Board /Unified Development:**  Yes  No **Variance:**  Yes  No **Special Use Permit:**  Yes  No
11. **Waivers Requested from Regulations:**  Yes  No. Explain (if Yes): \_\_\_\_\_
12. **Type Development:**  Residential  Other
13. **Total Project Area in Acres:** \_\_\_\_\_ **Number of Proposed Lots:** \_\_\_\_\_
14. **Has this property been subdivided since 1977?**  Yes  No
15. **Application Fee Enclosed: Amount Received:** \$ \_\_\_\_\_ **Check #** \_\_\_\_\_
16. **Consultant Fee/Peer Review Fee:**  Yes  No **Amount Received:** \$ \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT)

Owner Name: \_\_\_\_\_ Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT)



# Town of Exeter, RI

## APPLICATION FOR LAND DEVELOPMENT, SUBDIVISION OF LAND, AND/OR UNIFIED DEVELOPMENT REVIEW

**APPLICATION FEE SCHEDULE:** This is a summary only. Please refer to the Subdivision Regulations, Section 3.3, for complete details of application, review, and inspection fees.

TYPE OF DEVELOPMENT APPLICATION	PRE-APPLICATION CONFERENCE	MASTER PLAN	PRELIMINARY PLAN/ HEARING	FINAL PLAN/ APPROVAL
<b>Administrative Subdivision</b>	NA	NA	NA	\$100
<b>Minor Subdivision</b> (Including RRC)	\$100 for 2 mtgs. \$100 per additional mtgs.	NA	\$200+ \$50/lot/unit	\$100
<b>Major Subdivision Land Development Project</b> (Including RRC)	\$200 +20/lot/unit for 2 mtgs.	\$300+ 50/lot/unit (Residential)	\$500+100/lot/unit (Residential)	\$100 + 20/lot/unit (Residential)
<b>Hearing costs, Review and Inspection Fees</b>	NA	To be placed in escrow prior to review per 3.3.C	To be placed in escrow prior to review per 3.3.C	To be paid in full prior to final approval per 3.3.C
<b>Solar Fees:</b> fees are calculated by the square footage of the area where the panels are located including rows and interspacing between panels unless otherwise noted				
<b>Ground Mount Solar w/Minor Land Dev.*</b>	\$200	N/A	\$300 plus \$.02/sf	\$300 plus \$.02/sf
<b>Ground Mounted w/Major Land Dev.*</b>	\$200	\$300 plus \$.02/sf	\$300 plus \$.02/sf	\$250 plus \$.02/sf
<b>Solar Application not classified or grouped with any other existing category</b>	\$200.00	\$300.00 (if required)	\$300.00	\$250.00
<b>Extension Request</b>	\$100		Erosion Control	\$100
<b>Unified Development Review (as of 1/2024)</b>	\$300 Public Hearing <b>plus</b> application fee for project listed above	The administrative fee listed in LDSR Section 3.3 entitled “fee structures and regulations,” B.2 for the proposed project type <b>plus</b> the cost of all public notice is to be borne by the applicant.		

\* No single stage of review can have a calculated fee that exceeds \$5000 minus the base fee. If the calculated fee minus the base fee exceeds \$5000, the fee shall be capped at \$5000 for each stage of review.

**Make checks payable to: Town of Exeter**