



BARRINGTON PLANNING BOARD,  
TECHNICAL REVIEW COMMITTEE  
APPLICATION PROCEDURES

Town of Barrington, RI  
283 County Road, Barrington, RI 02806

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## BARRINGTON PLANNING BOARD, TECHNICAL REVIEW COMMITTEE APPLICATION PROCEDURES

### Introduction

The purpose of this manual is to guide all applicants whose proposed developments will be reviewed by the Barrington Planning Board and Technical Review Committee (TRC). Included is a description of the general review process, timetables, submittal requirements and fees. The application forms and checklists to be used for each type of application are available during normal business hours from the Planning and Zoning Secretary in the Building Official's Office, 2nd Floor, Town Hall.

Applications before the Planning Board and TRC occur either under Development Plan Review, as required in Article XXIV of the Barrington Zoning Ordinance, or under the Barrington Land Development and Subdivision Regulations. This guide serves to clarify application and review procedures. It is not intended to replace a through reading of the appropriate portions of the Zoning Ordinance or the Land Development and Subdivision Regulations. Both documents are available for a fee at the Town Clerk's office as well as on-line at no charge (for information on downloading the documents, see box to the right).

**Tip:** The Zoning Ordinance and Land Development and Subdivision Regulations are available on-line at no charge. Website: [www.barrington.ri.gov](http://www.barrington.ri.gov). Click on "Code for the Town." Follow links to Barrington. The Zoning Ordinance can be found by searching for "Chapter 185", while a search for "Chapter 200" will provide a link to the Land Development and Subdivision Regulations.

Development Plan Review applications include proposals for permanent signs, building and site developments within non-residential areas of town, as well as larger residential developments. Applications under the Land Development and Subdivision Regulations include all proposed subdivisions of land, as well as any proposed changes in established lot boundaries. Land Development and Subdivision Regulations also may include design and application requirements for Development Plan Review applications.

### About the Planning Board and TRC

The 9-member Planning Board, appointed by the Town Council, oversees subdivision and land development within Town. The 7-member TRC is a body appointed by the Planning Board consisting of members with specific design expertise.

### Meeting Schedules

The Planning Board's regular business meetings are the first Tuesday of each month; however, on occasion the meeting date may fall on a different day due to a holiday or other reason. The TRC meets the second Thursday of each month. Meetings of both bodies are generally held in the Town Council chambers at Town Hall, 283 County Road. On infrequent occasions, due to a potential light agenda or lack of quorum, a meeting of one or both boards may be canceled.

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### Informal Deadlines

Applications to the Planning Board may be submitted at any time. Under the Planning Board regulations, the submittal of application materials triggers specific time limits for review by the Board, depending upon the type of application (see Articles V, VI and VII of the Land Development and Subdivision Regulations). These time limits are mandated by State law and because failure to process and review applications according to the limits results in automatic approval, the time periods are fairly lengthy.

**Tip:** Applicants should keep in contact with the Administrative Officer (Town Planner), to stay informed as to the status of the application and any procedural requirements such as the mailing of a public notice.

However, it is the general policy of the Planning Board to follow these procedures:

- *Placement on the TRC Agenda:* Applications submitted and deemed complete by the Administrative Officer (Town Planner) by noon on the Thursday 2 weeks prior to the Technical Review Committee meeting will be heard by the TRC at its next meeting.
- *Copies for TRC Meeting:* Along with the original application, the applicant is required to submit a sufficient number of copies, as follows:
  - o For sign applications only: **8 copies** of the application and all related materials for TRC review.
  - o For Development Plan Review (DPR) applications involving exterior building changes only (and signage, if applicable): **8 copies** of the application and all related materials for TRC review.
  - o For all other DPR and all Land Development and Subdivision applications\*: **12 copies** of the application and all related materials for TRC and Town Department review (Police, Fire, DPW, Building Official, Town Planner).
- *Placement on Planning Board Agenda.* Most applications that require Planning Board review are placed on the Board's meeting agenda after review by the Technical Review Committee. In some cases, such as referral of an Administrative Subdivision, TRC review is not required. The agenda for the Planning Board meeting is established by the Chairman, with input from the Administrative Officer.
- *Copies for Planning Board Meeting.* The applicant is required to supply **12 copies** of the application and all related materials no more than 10 days prior to the scheduled meeting. *Revisions requested by TRC should be incorporated in the materials submitted to the Planning Board.* All materials for Planning Board review will be date stamped when received and must be stamped at least

\*Other than Administrative Subdivisions, which are not reviewed by the TRC.

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10 days prior to scheduled meeting date. Planning Board members need time to review all material prior to the meeting and therefore strongly discourage applicants from distributing new material at the meeting. The observance of these deadline by the applicant is necessary to ensure sufficient time for staff review of the proposed development, and to provide for adequate public notice, when such notice is required.

*For clarification of the deadline established for any given month, please contact the Town Planner at 247-1900 ext 343.*

### Responsibilities of the Applicant

It will be the responsibility of the applicant to submit applications in complete and proper form, including the required number of copies and fee, in accordance with the specific requirements contained in the town's regulations. The applicant is guided by detailed checklists prepared for each type of application, copies of which are contained in the regulations.

**Tip:** For applications that require a public hearing, the **applicant** is responsible for mailing the notice to abutters and other property owners within 200 feet of the subject parcel. The **Town** is responsible for publishing the public notice in the newspaper. The Town will provide the applicant with a copy of the notice for the mailing. Call the Town Planner's Office at 247-1900 Ext 343 for more information.

For applications requiring public hearings, the applicant is responsible for mailing the notice to abutters and others within 200 feet of the subject parcel. A list of property owners within the notice area is available from the Assessor's Office at Town Hall.

Applications requiring public hearing before the Planning Board include:

- Minor Subdivisions and Land Development Projects involving the extension of a street
  - o Required of Applicant: Mailing of notice in accordance with Section 200-14 of the Land Development and Subdivision Regulations (see Land Development and Subdivision Regulations)
- All Major Subdivisions and Land Development Projects – Master Plan
  - o Required of Applicant: At least seven (7) days prior to the meeting, postcard notice of the time and place of the Master Plan public informational meeting shall be mailed to all property owners within 200 feet of the perimeter of the subject parcel. Postcard must include the street address, Assessor's Plat and Lot numbers, and describe the application type.
- All Major Subdivisions and Land Development Projects – Preliminary Plan
  - o Required of Applicant: Mailing of notice in accordance with Section 200-14 of the Land Development and Subdivision Regulations.

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By the Friday prior to the Planning Board meeting, the applicant will need to provide to the Town Planner's Office an affidavit stating that the mailing was completed as required, as well as copies of the return receipt (if applicable).

### **Responsibilities of the Technical Review Committee**

The TRC is responsible for reviewing all DPR and Land Development and Subdivision applications. The TRC has authority to approve most sign applications and modifications to commercial building exteriors. The Committee plays an important function for all types of proposals by providing initial feedback and requesting changes to improve plans prior to reaching the Planning Board.

**Tip:** Applications that also are subject to a special use permit or variance require final approval from the Zoning Board of Review, following TRC and Planning Board review.

### **Responsibilities of the Planning Board**

It is the responsibility of the Planning Board to review all applications (with the exception of applications involving only signs and exterior modifications to commercial buildings) according to the procedures described in the appropriate regulations, and within the time periods identified. The Planning Board is the local review board for Comprehensive Permit applications.

### **Responsibilities of the Administrative Officer**

The specific review of applications to ensure completeness will be done by the Administrative Officer (Town Planner), who also refers plans to various Town Departments and Boards as needed.

### **Types of Applications**

#### Development Plan Review

As described in Article XXIV Section 185-151 of the zoning ordinance, applications to the Planning Board under Development Plan Review are one of seven types. To summarize, these are as follows:

The following uses shall be subject to design, site and traffic impact review, as applicable, when any action is taken that requires the issuance of a building permit or certificate of occupancy other than as excepted in §185-151.1 (see Zoning Ordinance):

- A. The exterior physical alteration of a building on a site used for any nonresidential use, including but not limited to commercial, industrial, institutional and educational uses, within a Business, Neighborhood Business, Waterfront Business or Limited Manufacturing District.
- B. The expansion of an existing nonresidential, or mixed use building or construction

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- of a new nonresidential, or mixed use building within a Business, Neighborhood Business, Waterfront Business, Limited Manufacturing or Recreation and Education District.
- C. The expansion or construction of any nonresidential or mixed use, including but not limited to commercial, industrial and institutional uses, requiring a special use permit.
  - D. The alteration, expansion or construction of any construction nonconforming use in a Residence District.
  - E. The addition of pavement or any significant physical alteration of a site used for commercial, industrial, institutional or mixed use within a Business, Neighborhood Business, Waterfront Business or Limited Manufacturing District.
  - F. Residential development involving parking for 20 or more cars, as required by §185-78A of the Zoning Ordinance, or any development involving a petition for the establishment of a single-family cluster residential district, as provided by Article XX of the Zoning Ordinance, or any residential development occurring within a Recreation and Education District.

The last type of application will in most cases, also involve a subdivision of land, thereby requiring review under both the DPR and the Planning Board regulations. Since these types of applications do not involve the design review of building, what this means in practical terms is that the larger residential developments, including cluster developments, will involve a more thorough site review by the Planning Board as well as the application of specific site standards (see Section 185-162 of the zoning ordinance). This includes more emphasis on environmental impacts, landscaping treatment and traffic impacts than the smaller residential developments.

#### Subdivisions and Land Development Projects

Following is a list of Subdivision and Land Development definitions (from Barrington's Land Development and Subdivision Regulations):

- Administrative Subdivision — Resubdivision of existing lots which yields no additional lots for development, and involves no creation or extension of streets. Such resubdivision shall only involve divisions, mergers, mergers and division, or adjustments of boundaries of existing lots.
- Minor Subdivision — A plan for a residential subdivision of land consisting of five (5) or fewer units or lots, provided that such subdivision does not require waivers or modifications as specified in these regulations. All nonresidential subdivisions shall be considered as major subdivisions.
- Major Subdivision — Any subdivision not classified as either an administrative subdivision or a minor subdivision.
- Minor Land Development Plan — A development plan for a residential project as

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defined in these regulations, provided that such development does not require waivers or modifications as specified in these regulations. All nonresidential land development projects shall be considered as major land development plans.

- Major Land Development Plan — Any land development plan not classified as a minor land development plan.

**Inclusionary Zoning**

Inclusionary Zoning requirements apply to all subdivisions of 3 or more units and Land Development projects, as classified under Barrington's Zoning Ordinance and Land Development and Subdivision Regulations, within all Residential zones, the Recreation and Education zone and the Neighborhood Business zone. For all applicable projects, at least 20 percent (20%) of the units on site must qualify as Affordable Housing, as defined. Fractions of a lot or dwelling unit are rounded up to the nearest whole number. For additional information on the application process, review procedures, affordability requirements and other specifics related to Inclusionary Zoning, please see the applicable sections in the Land Development and Subdivision Regulations and Zoning Ordinance.

**Application Fees**

<u>Sign Review</u>		<u>Minor Subdivision</u>	
Gross Floor Area less than 5,000 SF	\$35	<i>Preliminary Plan</i>	
Gross Floor Area greater than 5,000 SF	\$70	Per lot, no street extension/creation	\$125
<u>Design and Site Review:</u>		Per lot, with street extension/creation	\$200
Alteration/expansion of existing building	\$150*	<i>Final Plan</i>	
New building construction	\$300*	Per lot, no street extension/creation	\$50
(* plus \$0.10 per SF of new gross floor area		Per lot, w/ street extension/creation	\$100
over 2,000 SF, not to exceed \$1,000)		<u>Major Development or Subdivision</u>	
<u>Non-Residential Site Review</u>	\$100	<i>Master Plan</i> , per lot or unit	\$200
Residential Site Review	**	<i>Preliminary Plan</i> , per lot or unit	\$100
<u>Pre-Application Meeting:</u>		<i>Final Plan</i> , per lot or unit	\$50
Minor Subdivision	\$100	—	
Major Land Development or Subdivision	\$200	The fees do not include the expense of mailing the public notice; when such notice is required, the cost of the mailings is also the responsibility of the applicant.	
<u>Administrative Subdivision</u>	\$125	**Based on applicable subdivision fee.	

**Contact Information**

Philip Hervey, Town Planner, 247-1900 Ext 343  
Valerie Carroll, Secretary for Zoning and Planning, 247-1900 Ext 326