

# I-195 REDEVELOPMENT DISTRICT

**DESIGN REVIEW  
APPLICATION**

**December 2023**

# Design Review Application

## PART 1 - GENERAL INFORMATION

**Parcel Number:** \_\_\_\_\_

**Project Address:** (please list all applicable addresses)

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**Developer Name:** \_\_\_\_\_

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Developer Project Manager:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

**Architect:** \_\_\_\_\_

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Construction Manager:** \_\_\_\_\_

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Other Owner Consultants:**

List contact information for each consultant to the owner and supplement with additional pages as necessary.

**Other Owner Consultant:** \_\_\_\_\_ Discipline: \_\_\_\_\_

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Other Owner Consultant:** \_\_\_\_\_ Discipline: \_\_\_\_\_

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Architect's Consultants:**

List contact information for each consultant to the architect and supplement with additional pages as necessary.

**Architect's Consultant:** \_\_\_\_\_ Discipline: \_\_\_\_\_

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Architect's Consultant:** \_\_\_\_\_ Discipline: \_\_\_\_\_

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**PART 2 - APPLICATION FOR:**

\_\_\_ Concept Plan

\_\_\_ Final Plan

**PART 3 - SIGNATURE**

I certify that all information contained in this application is true and accurate to the best of my knowledge and I acknowledge and agree to the design review and approval process as described below.

\_\_\_\_\_  
Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative of the Development Team

## PART 4 - OVERVIEW OF REVIEW PROCESS

### OVERVIEW AND DEFINITIONS

1. Concept Plan Approval, Final Plan Approval, and any requested Waivers are granted by vote of the I-195 Redevelopment District Commission ("Commission") at a public meeting, following the process outlined below.
2. The Commission meets once a month; the meeting schedule is published on the Secretary of State's website at <https://www.sos.ri.gov/> and on the I-195 Redevelopment District's ("District") website at [www.195district.com](http://www.195district.com). The meeting schedule is subject to change at the discretion of the District.
3. **Waiver and Special Exception Requests.** A Waiver and Special Exception are defined in the District Development Plan. A public hearing is required for any Waivers or Special Exceptions to the standards outlined in the Development Plan. Appropriate public notice must be given in accordance with the requirements in Section 1.5 of the District Development Plan, including notice to abutters within 200' and published notice in the Providence Journal at least 14 days prior to the hearing. Waiver and Special Exception requests are ideally considered at the same time as Concept or Final Plan Approval. See Appendix 3 for detailed public hearing notice requirements.
4. **Design Review Panel.** The Commission has assembled a panel of planning and design specialists to advise the District's design review consultant during the design review process. The Design Review Panel will review concept plan applications and may be called on to review significant changes to the design later in the process.
5. **State Historic Preservation Officer (SHPO).** In recognition of the 2000 Memorandum of Agreement (MOA) outlined in Section 1.4 of the District Development Plan, the District acknowledges the SHPO's authority to review proposed developments within the District to determine if the project will have any adverse impacts on historic resources. The District must receive the SHPO's final review prior to granting Final Plan Approval, and may seek the SHPO's input earlier as necessary.
6. All defined terms are listed and defined in the District Development Plan. Please consult the District Development Plan for additional detail and context as needed.

### DESIGN REVIEW

*The typical design review process for the District is outlined below. The District reserves the right to modify the design review process as it deems appropriate.*

1. **Concept Plan Review** is conducted according to the following process with accompanying obligations and expectations. Concept Plan Review typically occurs over two public Commission meetings as outlined below.
  - a. Commission Meeting 1:
    - i. **The Applicant's Concept Plan Application must be received at least two weeks before the target Commission meeting.**
    - ii. The applicant's public Concept Plan presentation must be received a minimum of 9 days before the target Commission meeting. Presentations are posted on the District website one week before the Commission meeting.
    - iii. The District's urban design and planning consultant reviews submission materials with the Design Review Panel and issues a memo outlining their feedback, which is posted to the District website in advance of the Commission meeting.
    - iv. At the Commission meeting:
      1. Applicant presents the proposed Concept Plan design
      2. The District's urban design and planning consultant presents feedback from the Design Review Panel
      3. Public comment
      4. Written public comment is accepted through one week following the Commission meeting and is posted to the District website the day after expiration of public comment period
      5. No vote is taken
  - b. Commission Meeting 2:
    - i. **Any revised Concept Plan materials as well as a memo detailing the changes that were made from the initial Concept Plan submission must be received at least two weeks before the target Commission Meeting.** The memo is posted to the District website prior to the meeting.
    - ii. The District's urban design and planning consultant reviews the revised materials; this review may include consultation with the Design Review Panel depending on the scope of the revisions. The consultant then issues a memo with their recommendation on approval of the

Concept Plan any requested Waivers and Special Exceptions. The memo is posted to the District website in advance of the Commission meeting.

- iii. At the Commission meeting:
  1. The District's urban design and planning consultant presents the recommendations in their memo.
  2. Commission votes on Concept Plan Approval and any requested Waivers and Special Exceptions. The Commission may also defer this vote and request additional information.

2. **Final Plan Review** is conducted according to the following process with accompanying obligations and expectations. Unlike Concept Plan Review, Final Plan Review typically only requires a single Commission meeting.

- a. **The applicant's Final Plan Application must be received at least two weeks before the target Commission meeting.**
  - b. The applicant's public Final Plan presentation and memo outlining key changes made since Concept Plan Approval must be received a minimum of 9 days before to the target Commission meeting. Presentations and memo are posted on the District website one week before the Commission meeting.
  - c. The District's urban design and planning consultant reviews submission materials; this review may include consultation with the Design Review Panel depending on the scope of the revisions. The consultant issues a memorandum with their recommendation regarding approval of the Final Plan and any requested Waivers and Special Exceptions; the memorandum is posted to the District website in advance of the Commission meeting.
  - d. At the Commission meeting:
    - i. Applicant presents proposed final plan designs
    - ii. The District's urban design and planning consultant presents a summary of their review and recommendation to Commission
    - iii. Public comment
    - iv. Written public comment is accepted and must be received one day prior to the Commission meeting. Public comment submissions will be posted to District website the day of meeting
    - v. Commission votes on Final Plan Approval and any remaining eligible requested Waivers and Special Exceptions. The Commission may also defer this vote and request additional information.
3. After Final Plan Approval has been granted, the District will issue a Certificate of Final Plan Approval that includes

a reference to the final plans and may also include a list of special features of the approved plan. Any material modifications to the plan may require an approval of the Commission.

4. The project architect must certify that the project was built in accordance with the Certificate of Final Plan Approval before the Commission will issue a Certificate of Compliance, which is required to receive a Certificate of Occupancy for the project.

## PART 5 - REQUIRED SUBMISSION MATERIALS

*Applications should be submitted electronically, except where noted. An application must be complete in all respects before it will be considered by the Commission. The District reserves the right to request additional information and clarifications.*

*Evaluation criteria for Concept Plans and Final Plans are provided in Appendix 1.*

## CONCEPT PLAN APPLICATION

1. Project Description
  - a. Program Summary – Completed development program summary table provided in Exhibit 1.
  - b. Narrative describing any changes to the program since the Request for Proposal ("RFP") submission (*if applicable*).
  - c. Itemized list of design changes since the RFP submission; changes can also be noted on respective drawings.
2. Project Schedule through projected closing, including estimated date for Final Plan Approval.
3. Site Survey (not required if using survey provided by the District).
4. City of Providence Design Review
  - a. Confirm if the project is subject to City of Providence design review (only required if project includes non-195 District parcels).
  - b. If relevant, provide an overview of where the project is in the City design review process.
5. Waiver Requests (*if applicable*)
  - a. Itemized list of Waivers that include descriptions of specific deviations from the Development Plan requirements (including required dimensions, percentages, etc.). This list should include any Waivers required by the City of Providence if the project includes

land subject to City jurisdiction.

- b. Written description of the specific reasons for the Waivers, consistent with the provisions of the Development Plan.
- c. Applicants should refer to the notice requirements outlined in Section 1.5 of the District Development Plan and in Appendix 3 of this document.

*Note: Drawings requested below are expected to be more advanced than the RFP submission (if applicable) and should reflect feedback received during the RFP process (if applicable).*

## 6. Site Plans

- a. Site plan showing landscape elements, parking areas, and public realm improvements. The plan should include key dimensions (building width and length, dimensions of open spaces, etc.) and incorporate the primary ground-floor plan in order to show the relationship of ground-floor spaces to exterior spaces.
- b. Site access plan including pedestrian access, vehicular access, and loading/service access.
- c. Site plan at a scale that shows the proposal within its larger context, including the urban fabric and street and open space networks.

## 7. Floor Plans

- a. Ground-floor plan showing parking (or parking access), service access, lobbies, elevators, egress stairs, program elements (retail, residential, back-of-house, etc.), and key dimensions. The plan should include all adjacent exterior spaces and depict sidewalks, plazas and terraces, and landscape areas. If the proposed building or buildings meet the public realm at different floor levels, include two ground-floor plans.
- b. Typical upper-level floor plan(s) showing the building cores (elevators, egress stairs, etc.), corridors for hotel and residential uses, and key dimensions (building width and length, etc.). Separate floor plans are required for any floors that differ in configuration, use mix, and/or total floor area.
- c. Subsurface plans, including below-grade parking areas, basement service areas, etc.

## 8. Building Form

- a. A minimum of two axonometrics or aerial perspectives that depict the overall building form and the scale, texture of the building facades, and the relationship of the building to open space, including sidewalks, plazas, landscape areas, terraces, roof decks, and green roofs.
- b. A minimum of three eye-level perspectives that show

the proposal in the urban context and convey the scale, texture, and materiality of the building.

- c. A minimum of two cross-sections (and/or section-perspectives) that show the grade of abutting sidewalks, floor-to-floor heights, and the overall building height. Sections should be cut to show how the building acknowledges setbacks and negotiates between different sidewalk grades (as applicable).

## 9. Sustainability and Resilience Approach

- a. Narrative description of how the project incorporates sustainable approaches to urban planning and building and site design. This sustainability narrative should be supported by the following, as applicable:
  - i. Third-party benchmarking targets (LEED, Passive House, etc.).
  - ii. Diagrams or annotated plans that demonstrate passive design strategies.
  - iii. Diagrams or annotated plans that demonstrate sustainable design approaches that address heat island effects and stormwater management.
- b. Narrative description of elements that enhance the project's resilience to the impacts of climate change, including how the design adheres to Section 2.6 Flood Resilience Standards of the Development Plan. This resilience narrative must include and refer to the following:
  - i. Diagrams or plans indicating extents of any wet and dry floodproofed areas and ground floor elevations in NAVD88.
  - ii. Narrative and/or diagrams demonstrating location, elevations, and protection of critical mechanical and electrical systems.
- c. Wind impact analysis may be requested if building height is above 150 feet.

## 10. Transportation and Mobility Approach

The District reserves the right to require any or all of the below-listed transportation and mobility approach documents as part of Concept Plan and/or Final Plan submission materials based on the parcel context and development proposal characteristics. Applicants should discuss with District staff what is required for their specific project.

- a. Multimodal Mobility and Access Plan
- b. Curbside, Parking, and Loading Demand Plan
- c. Transportation Demand Management Plan

## FINAL PLAN APPLICATION

1. Design Development (DD) documentation of the site plans, landscape architecture, and architectural plans per AIA guidelines.
2. Final Development Program Summary (provided in Exhibit 1).
3. City of Providence Design Review:
  - a. If relevant, provide an update on where the project is in the City design review process.
4. Additional Waiver requests (*if applicable*):
  - a. Itemized list of Waivers that include descriptions of specific deviations from the Development Plan requirements (including required dimensions, percentages, etc.). This list should include any Waivers required by the City of Providence if the project includes land subject to City jurisdiction.
  - b. Written description of the specific reasons for the Waivers, consistent with the provisions of the Development Plan.
  - c. Applicants should refer to the notice requirements outlined in Section 1.5 of the District Development Plan and in Appendix 3 of this document.
5. An update of the deliverables required for Concept Plan approval, clearly stating which elements have changed.
6. Rendered elevations of all sides of the building.
7. A comprehensive roof plan and mechanical screening diagram demonstrating compliance with Section 2.5.A of the Development Plan.
8. A fully coordinated grading plan that includes the public right-of-way (adjacent streets and sidewalks), plazas and other open spaces, and finish floor elevations.
9. A comprehensive site and landscape plan including keyed plantings, hardscape materials, furniture, fencing, lighting, and irrigation.
10. A Coordinated Comprehensive Signage Plan indicating intended placement, scale, and type of signage for building and tenants as specified in Appendix 2: Signage Review Checklist.
11. Photographs and physical samples (if requested) of final material and planting palette, including exterior cladding and other special features.

**EXHIBIT 1: DEVELOPMENT PROGRAM SUMMARY**

An excel version of the development program summary table included in this exhibit is available for download at:

<https://www.195district.com/for-developers/design-review/>

Program Areas	
Program	GSF
Residential	
Office	
Retail	
Hotel	
Laboratory	
Structured Parking	
Other (Specify) _____	
<b>Total</b>	
Area per Floor	GSF
Open Space	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Level 6 and above	
<b>Total</b>	

Residential Units (if applicable)			
Unit Mix	# Units	Avg. Size (GSF)	
Studio			
1 BR			
2 BR			
3 BR			
Etc.			
<b>Total Units</b>			
Affordability Level (% AMI)			
	# Units	% AMI	% of Total
Market Rate			
Workforce			
Affordable			
Etc.			
<b>Total</b>			

Vehicular Parking	
Type	# Spaces
Structured Parking	
Surface Parking	
On-Street	
Off-Site	
<b>Total</b>	

Bicycle Parking	
Type	# Spaces
Interior	
Exterior Covered	
Exterior Uncovered	
<b>Total</b>	



## APPENDIX 1: EVALUATION CRITERIA

### CONCEPT PLAN EVALUATION CRITERIA

*The order of the Concept Plan evaluation criteria does not imply relative importance.*

1. Urban design considerations
  - a. Contribution to the Development Plan's stated goals
  - b. Appropriate density relative to development goals and urban context
  - c. Accommodation of parking and service access
  - d. Relationship of ground-floor uses to primary, secondary streets, and/or open spaces
  - e. Massing
  - f. Legibility of primary building entrances
  - g. Public realm activation approach
  - h. Landscape framework, including passive stormwater management strategies, biodiversity approach, seasonal interest, and maintenance
2. Architectural considerations
  - a. Building core and circulation layouts
  - b. Configuration of leased areas, units, etc.
  - c. Proportion and scale of fenestration and cladding
  - d. Materiality
  - e. Quality of materials and building components
3. Market viability considerations from design perspective
  - a. Net/gross metrics
  - b. Conceptual cost of parking solution
  - c. Floor plate sizes, unit sizes, size of retail spaces, etc.
4. Reasonable justification of any requests for Waivers, Variances, and/or Special Exceptions
5. Sustainability and resilience approach
6. Curbside and transportation demand management approach

### FINAL PLAN EVALUATION CRITERIA

*The order of the Final Plan evaluation criteria does not imply relative importance.*

1. Compliance with Concept Plan Approval
  - a. Design components and features
  - b. Sustainability and resilience approach
  - c. Transportation and mobility approach
  - d. Consistency of dimensions as they relate to Waivers, Variances, and/or Special Exceptions
2. Satisfactory resolution of any conditions of Concept Plan Approval
3. Additional design considerations
  - a. Appropriateness and quality of materials and finishes not noted in the Concept Plan submission
  - b. Appropriateness and quality of the window system
  - c. Visual quality of the exterior details visible from the public realm
  - d. Appropriateness and quality of the site design elements, including the landscape and planting plan
  - e. Appropriateness and quality of the signage plan
  - f. Effectiveness of the roof plan and mechanical screening approach
  - g. Comprehensiveness, accuracy, and clarity of the grading plan

*If there are remaining issues to be addressed as conditions of Final Plan Approval those conditions must be resolved prior to the issuance of construction documents. Resolutions to those conditions are subject to review and approval by the District and their urban design and planning consultant.*

## APPENDIX 2: SIGNAGE REVIEW CHECKLIST

### COORDINATED COMPREHENSIVE SIGNAGE PLAN

As stated in Part 5 of the Design Approval Application, a Coordinated Comprehensive Signage Plan indicating intended placement, scale, and type of signage for building and tenants is required as part of the Final Plan Application submission materials. A Coordinated Comprehensive Signage Plan should establish a framework for subsequent building identification and wayfinding signage as well as individual tenant signage.

A Coordinated Comprehensive Signage Plan must include:

1. Annotated ground-floor plan(s) showing primary, secondary, and service entrances to the project, differentiating between pedestrian and vehicular entrances with clear labels for each. These labels should be used for subsequent signage plan documents to allow for cross-referencing among drawings.
2. Annotated elevations of all building facades including building identification and wayfinding signage as well as tenant signage. Future tenant signs should be depicted as placeholders at the appropriate size and showing the potential colors. These annotated elevations should convey the following:
  - a. Which architectural elements are intended to receive signage,
  - b. Whether designated signage locations are intended for building identification and wayfinding or tenant signage,
  - c. What tenant space the signage would be associated with,
  - d. What type of signage will be allowed for each tenant (e.g., awning, canopy, marquee, wall, window, etc.), and
  - e. The intended scale of signage to be allowed in each location.
3. A written statement confirming that the proposed signage approach meets all the requirements of Section 2.8 of the Development Plan.

### BUILDING IDENTIFICATION AND WAYFINDING SIGNAGE PLAN

A Building Identification and Wayfinding Plan is not required for Final Plan Approval, but should be submitted to the District for review once the development has progressed to this level of detail.

The Building Identification and Wayfinding Signage Plan, when submitted, must include the following:

1. Original Coordinated Comprehensive Signage Plan with identification and justification of any deviations from the original proposed approach to the building identification and wayfinding signage.
2. Annotated elevations of all building faces showing where building identification and wayfinding signage is being proposed with clear labels for each sign being proposed. These labels should be used for subsequent signage plan documents to allow for cross-referencing among drawings.
3. Signage specifications, including dimensions, area, materials, colors (using hex codes, CMYK, or RGB specifications), finishes, and lighting. Sign area should be measured in accordance with Section 2.8.E of the Development Plan.
4. At least two renderings of each proposed sign shown in the context of a rendering of the building and including all other planned signage in view.
  - a. The first rendering must show a large portion of the building elevation (at least three floors) and be shown from the distance and perspective of a pedestrian on the sidewalk on the opposite side of the street
  - b. The second rendering must zoom in and show the signage at close range, preferably from the perspective of a pedestrian on the sidewalk that abuts the building.
5. A dimensioned cross-section that includes the building face, signage, and any architectural elements to which the signage is affixed.
6. A written statement confirming that the proposed signage meets all the requirements of Section 2.8 of the Development Plan.

## INDIVIDUAL TENANT SIGNAGE PLANS

An Individual Tenant Signage Plan is not required for Final Plan Approval, but one should be submitted to the District for review once the development has progressed to this level of detail with each tenant.

Much like the Building Identification and Wayfinding Signage Plan, each individual tenant signage plan must be submitted with the following documentation and specifications:

1. Original Coordinated Comprehensive Signage Plan with identification of which tenant space this signage plan relates to and justification of any deviations from the original proposed approach to this tenant signage.
2. Annotated elevations of all building faces showing where tenant signage is being proposed with clear labels for each sign being proposed. These labels should be used for subsequent signage plan documents to allow for cross-referencing among drawings.
3. Signage specifications, including dimensions, area, materials, colors (using hex codes, CMYK, or RGB specifications), finishes, and lighting. Sign area should be measured in accordance with Section 2.8.E of the Development Plan.
4. At least two renderings of each proposed sign shown in the context of a rendering of the building and including all other planned signage in view.
  - a. The first rendering must show a large portion of the building elevation (at least three floors) and be shown from the distance and perspective of a pedestrian on the sidewalk on the opposite side of the street
  - b. The second rendering must zoom in and show the signage at close range, preferably from the perspective of a pedestrian on the sidewalk that abuts the building.
5. A dimensioned cross-section that includes the building face, signage, and any architectural elements to which the signage is affixed.
6. A written statement confirming that the proposed signage meets all the requirements of Section 2.8 of the Development Plan.

### APPENDIX 3: PUBLIC HEARING NOTICE REQUIREMENTS

A public hearing is required for any relief from the standards outlined in the I-195 Redevelopment District Development Plan.

1. Appropriate public notice must be given prior to a public hearing:
  - a. Public notice and due notice of the hearing must be sent by first class mail at least two weeks prior to the hearing to the parties of interest and property owners within two hundred feet (200') of the affected property.
  - b. Public notice of the hearing must be published at least fourteen (14) days prior to the date of the hearing in a newspaper of general circulation in the City of Providence.
2. Mailed and newspaper notices shall include:
  - a. The location of the hearing and the date and time of commencement
  - b. The street address of the subject property
  - c. A statement of the proposed relief
  - d. Information for those interested where and when a copy of the matter under consideration may be obtained or examined and copied
3. Costs for any notice under this section is the responsibility of the applicant.