

# 2 Permitting

## Overview

***Any compliant project proposed in The LINK can earn preliminary selection within three months and receive final approval within another three months.***

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The permit-review process begins with a Level 1 preliminary review of development proposals to select the most appropriate project to advance to more detailed Level 2 review. Level 2 review includes site plan/development plan review by the I-195 Commission, its agents and, for environmental considerations, Rhode Island Department of Environmental Management (RIDEM), Coastal Resources Management Council (CRMC), and Narragansett Bay Commission (NBC). Fire and building permit review follow and are the responsibility of the proposer and their architect. Application requirements and review schedules for each of these processes appear below.

Certain types of environmental review have already been completed for parcels in The LINK and add clarity to and/or can help expedite the development permitting process.

- **Brownfields.** The Rhode Island Department of Environmental Management has approved a preferred remedial alternative for each LINK parcel. In most cases, the alternative calls primarily for a two-foot or equivalent engineered cap. Parcels 8, 25 and 35 have minor additional requirements. For more information, see section B.1 and *Site Investigation Report—Former I-195 Redevelopment Parcels, Providence, RI*, April 2013, and Rhode Island Department of Environmental Management Remedial Decision Letter for Case No. 2012-033, October 8, 2013. You may also visit [www.195district.com/\\_resources/common/userfiles/file/PJD\\_I-195%20Environmental%20Permitting%20Status\\_20131219.pdf](http://www.195district.com/_resources/common/userfiles/file/PJD_I-195%20Environmental%20Permitting%20Status_20131219.pdf) and [www.195district.com/\\_resources/common/userfiles/file/2013-10-08\\_Remedial%20Decision%20Letter.pdf](http://www.195district.com/_resources/common/userfiles/file/2013-10-08_Remedial%20Decision%20Letter.pdf)).
- **Stormwater impacts.** The Office of Water Resources in the Rhode Island Department of Environmental Management has issued a Master Water Quality Certificate with pre-approved terms and conditions for all LINK parcels.

Development proposals that meet the certificate conditions can receive fast-track approval for meeting water-quality standards. For more information, see section B.2 and the *I-195 Redevelopment District Master Water Quality Certificate for Land Redevelopment*. Visit [www.195district.com/\\_resources/common/userfiles/file/WQC%2013-035%20I-195%20District%20Master%20Permit\\_20131122.pdf](http://www.195district.com/_resources/common/userfiles/file/WQC%2013-035%20I-195%20District%20Master%20Permit_20131122.pdf).

- **Urban Coastal Greenway sites.** These requirements apply to Parcels 2, 5, and 14, but the LINK stormwater standards and nearby parkland mean that these parcels already substantially meet the requirements. For more information, see section B.3 and the *Urban Coastal Greenway Design Manual for the Metro Bay Region* or visit [seagrant.gso.uri.edu/z\\_downloads/coast\\_ucg\\_designmanual.pdf](http://seagrant.gso.uri.edu/z_downloads/coast_ucg_designmanual.pdf).

As part of the permitting process, fees are charged to cover the costs of Level 2 review, including the costs of administrative, technical, and public review. A schedule of these fees appears in section A.5.

The I-195 Redevelopment Commission may retain outside consultants with expertise in these areas to review applications:

- *Civil engineer—site, infrastructure, traffic, parking*
- *Environmental and stormwater review*
- *Building code review (under design consultant)*
- *Design review—structural, “fit,” sustainability*
- *Legal—zoning*
- *Legal—commission, title*
- *Feasibility/developer audit—market, fiscal, proforma*

## ***Requirements for Submitting Proposals***

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The table that follows outlines requirements for proposals submitted for both Level 1 and Level 2 reviews. If both levels require a particular item, for Level 1 the item should provide conceptual information, and for Level 2 it should provide updated schematic information that responds to any comments from the Level 1 review. Applicants should use the 12 categories to organize their submittals, clearly numbering the material to match the structure laid out in this table.

Item 1.2, *project overview narrative*, should specify a project’s name(s), use(s), size of buildings (number of stories and exterior height and footprint dimensions), square footage by use, any

intended utilization of bonus floor area or height permitted by the Providence Zoning Ordinance, and amenities. The narrative should also either state that the proposal fully conforms to the Zoning Ordinance or identify and justify any proposed modifications, deviations from and/or waivers to the ordinance. The narrative may incorporate responses to other items from this table as long as they are clearly numbered. Together, the narrative and other required items must describe how the proposed development addresses zoning requirements and fulfills goals for The LINK laid out in this Toolkit, with particular reference to the framework, development and design guidelines for the target parcel(s), and the review criteria outlined in section A.3. The Commission may waive any submission item, if that seems appropriate.

Submission requirements include:

- A **completed application (Level 1 only) and five (5) copies of a narrative report**, printed on 8.5 x 11-inch sheets, stapled or bound, providing a general description of the uses and type of development proposed by the Applicant. Both the application and narrative should also be sent to the Executive Director electronically.
- An **application fee** as set forth in section A.5, “Fees.”
- **Five plan sets**, plus one electronic copy (PDF format) on CD. The Applicant may be asked to provide additional plan sets to City of Providence departments during later review stages.

The Commission encourages applicants to contact neighboring property owners and/or other stakeholder by the time a Level 2 review begins with the aim of explaining conceptual development plans and addressing any questions or concerns their plan may create. Such conversations may also uncover useful synergies that can strengthen proposals during a Level 2 review.

ITEM #	RELATED CRITERIA *	LEVEL 1	LEVEL 2	RESPONSE ITEM
<b>1 Applicant and project background information</b>				
<b>1.1</b>				Name and address of Applicant and/or property owner and parcel number designation(s) of the parcel or parcels being developed. Include information for this item and items 1.3–1.4 as follows: <ul style="list-style-type: none"> <li>• <b>If the developer is a general partnership</b>, include information for each general partner.</li> <li>• <b>If the developer is a limited partnership</b>, include information for each limited partner with an interest of 25% or greater individually or in aggregate.</li> <li>• <b>If the developer is a corporation, or has a corporation as its general partner</b>, include information for each individual with an interest of at least 10% in the corporation's issued and outstanding voting stock.</li> <li>• <b>If the developer is not the owner</b>, specify whether the property will be purchased or leased and the timing and conditions for purchase or lease.</li> </ul>
<b>1.2</b>				<b>Narrative project overview</b> (requested narrative components appear on pages 17–18).
<b>1.3</b>	<b>3a</b>			<b>Relevant experience of development entity and/or principals:</b> <ul style="list-style-type: none"> <li>• 3–4 urban projects, including those with similar uses and of a similar scale. Provide photographs or renderings of any project that has been approved but not yet completed.</li> <li>• Public/private partnership experience.</li> <li>• If the development entity and/or principals lack any of this listed experience, please explain the value of other relevant experience.</li> </ul>
<b>1.4</b>	<b>3b</b>			<b>Relevant experience of development team other than Applicant</b> , (e.g., architect, engineer, transportation/parking consultant, legal consultant): <ul style="list-style-type: none"> <li>• 3–4 urban projects, including those with similar uses and of a similar scale. Provide photographs or renderings of any project that has been approved but not yet completed.</li> <li>• If the development team members lack any of this listed experience, please explain the value of other relevant experience.</li> </ul>
<b>1.5</b>		As applicable	As applicable	<b>Payment of required fees</b> (see Fee list in section A5): <ul style="list-style-type: none"> <li>• Application fee (as related to Level 1 or 2).</li> <li>• Zoning—certificate of consistency of use.</li> <li>• Fees covering third-party review of proposal on behalf I-195 Redevelopment Commission.</li> <li>• Other fees as applicable.</li> </ul>

\* NUMBERS IN THIS COLUMN REFER TO THE EVALUATION IN SECTION A3, "SELECTION CRITERIA," WHICH BEGINS ON PAGE 29.

ITEM #	RELATED CRITERIA *	LEVEL 1	LEVEL 2	RESPONSE ITEM
<b>2 Program/Land Use</b>				
<b>2.1</b>	<i>1a, 1b</i>			<b>Principal proposed site program</b> , with reference to land use categories defined in the Providence Zoning Ordinance. Note type and location of any accessory ground floor uses. Indicate approximate floor area for each use in square feet.
<b>2.2</b>	<i>1a, 1b, 2a, 2b, 2c</i>			As applicable to proposed program, indicate: <ul style="list-style-type: none"> <li>• <b>Anticipated number of permanent employees</b> on site upon full occupancy, and approximate income levels of those employees.</li> <li>• <b>Anticipated number of housing units and/or student beds.</b></li> <li>• <b>Anticipated number of hotel rooms.</b></li> <li>• <b>Other measure of site occupancy</b> if relevant (e.g. number of restaurant seats).</li> </ul>
<b>2.3</b>	<i>2a</i>			<b>Summary profile of site access and parking needs</b> , including <ul style="list-style-type: none"> <li>• Approximate number of daily trips to the site requiring parking, by land use type.</li> <li>• Approximate number of other trips to the site using other modes (walking, transit, biking, taxi).</li> <li>• Anticipated method(s) of satisfying parking need, quantified, through 1) on-site parking; 2) public parking, on-street; 3) public parking, in centralized structure; and/or 4) other management approach such as valet parking, car-share service.</li> </ul>
<b>2.4</b>	<i>2a</i>			<b>Any requested bonus</b> program area and/or height, with justification, citing zoning policy (see Toolkit section A1).
<b>3 Zoning</b>				
<b>3.1</b>				<b>Plat and lot number(s) of the parcel</b> or parcels being developed or subdivided.
<b>3.2</b>	<i>2a</i>			<b>Zoning district(s)</b> , including overlay zones, of the parcel(s) in question. If more than one district, zoning boundary lines must be shown.
<b>3.3</b>			N/A	<b>Location of properties within the Historic District Overlay Zones and National Register District.</b>

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ITEM #	RELATED CRITERIA *	LEVEL 1	LEVEL 2	RESPONSE ITEM
<b>4 Site Plan—General Components</b>				
<b>4.1</b>				<b>Date of plan preparation</b> , with revision date(s) (if any).
<b>4.2</b>	2a			<b>Graphic scale and true north arrow.</b>
<b>4.3</b>	2a			<b>Perimeter boundary lines of the development</b> , drawn so as to distinguish them from other property lines.
<b>4.4</b>	2a	N/A		Perimeter boundary lines: Curves shall include radius, arc length, central angle, tangent and chord length.
<b>4.5</b>	2a		N/A	<b>Location and dimensions of existing property lines</b> within or adjacent to the development parcel(s).
<b>4.6</b>	2a	N/A		Existing property lines shall show interior angles and distances.
<b>4.7</b>	2a	N/A		<b>Location and dimensions of existing easements and rights-of-way</b> , including buildings, water courses, railroads, utilities, and other similar features, if any.
<b>4.8</b>	2a			<b>Location, width and names of existing streets</b> within and adjacent to development parcel.
<b>4.9</b>	2a			<b>Location and approximate size of existing buildings or significant above-ground structures</b> on or immediately adjacent to the development.
<b>4.10</b>	1a, 1b, 2a, 2b, 2c	Scale of 1"=20', 16' or greater detail	Scale of 1"=16', 8' or greater detail	<b>Plan showing proposed improvements</b> , including buildings, open spaces, driveways and parking areas, streets, lots, lot lines, with lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines. Include first-floor elevations for each building. Include contours of proposed grading at 2' intervals, and include spot elevations as necessary to show access and landscape features.

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<b>5 Site Plan—Technical Components</b>				
<b>5.1</b>	<b>1a, 1b, 2a, 2b, 2c</b>		N/A	<b>Conceptual landscape plan</b> , including location and general identification of proposed plant material, paving and other landscape features.
<b>5.2</b>	<b>1a, 1b, 2a, 2b, 2c</b>	N/A		<b>Detailed landscape plan</b> prepared by a registered landscape architect, including location, number, size and general identification of proposed plant material, paving and other landscape features.
<b>5.3</b>	<b>2a</b>			<b>Locations of pedestrian access</b> to/egress from building and site. <b>Locations of parking, servicing, and all street access</b> points for vehicles.
<b>5.4</b>				<b>Location of wetlands, watercourses or coastal features</b> , if present on or within two hundred (200) feet of the property being developed to be generally identified on a plat map.
<b>5.5</b>		N/A		<b>Written confirmation of compliance</b> , if required, with the appropriate state agency, including but not limited to the Coastal Resources Management Council or the Rhode Island Department of Environmental Management (RIDEM) Freshwater Wetlands Act.
<b>5.6</b>		N/A		<b>Location and dimension of all existing and proposed utilities</b> within and immediately adjacent to the development, including sewer, water, gas, electric, telecommunications, cable TV, fire alarm, hydrants, existing utility poles, (including location and type of proposed poles and fixtures), stormwater drainage or other existing above-ground or underground utilities.
<b>5.7</b>		N/A		<b>Base flood elevation data.</b>
<b>5.8</b>		N/A		<b>Soil-erosion and sediment-control plan.</b>
<b>5.9</b>		N/A		<b>Grading plan</b> to show existing and proposed contours at two-foot intervals for all grading proposed for on and off-site street construction, sewer and water installations, drainage facilities and upon individual lots if part of proposed subdivision or land development improvements.
<b>5.10</b>		N/A		<b>Proposed street plan</b> , profiles and cross-sections drawn at a scale of not less than 1" = 40'.
<b>5.11</b>		N/A		<b>Proposed street names.</b>
<b>5.12</b>		N/A		<b>Traffic study</b> (if required by the Commission).
<b>5.13</b>		N/A		<b>Drainage plan</b> showing the measures to be taken to control erosion and sedimentation during and after development and the measures planned to provide for the control of stormwater runoff. Also, provisions for collecting and discharging stormwater.
<b>5.14</b>		N/A		A <b>lighting plan</b> showing the location of all light poles, light fixtures and light-emitting devices with light levels measured in foot candles. The lighting plan should include cut sheets of all light fixtures.

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<b>6. Building/site form and appearance</b>				
6.1	2a			<b>Elevations of all building facades</b> , including retaining walls and appurtenant structures. Elevations should indicate elements, including: <ul style="list-style-type: none"> <li>• Building finish materials</li> <li>• Articulation of entries</li> <li>• Height of building elevations</li> <li>• Articulation of roof line and roof structures</li> <li>• Any artwork</li> <li>• Location, type and direction of lighting</li> <li>• Retail frontage</li> </ul>
6.2	2a			<b>Sections through the site</b> , building(s) and adjacent “A” or “B” streets as identified in the Zoning Ordinance. Indicate elements, including: <ul style="list-style-type: none"> <li>• Typical floor-to-floor height</li> <li>• Overall building height</li> <li>• Curbs, sidewalks and any existing street trees within adjacent streets</li> <li>• Dimensioned distance from facades to property lines</li> <li>• Any ground-floor retail or other active use</li> <li>• Any on-site parking</li> <li>• Any below-grade spaces</li> </ul>
6.3	2a			<b>One or more three-dimensional renderings</b> (or photographs of a physical model) explaining main aspects of the massing, form and appearance of buildings and landscape, in the parcel context.
6.4	2a	N/A		Size and placement of <b>signage systems</b> .
<b>7 Sustainability Plan</b>				
7.1	2a			Narrative description of <b>how the project incorporates sustainable approaches to urban planning and building and site design</b> . Identify LEED® or equivalent standard being met; minimum LEED® Silver rating encouraged.
<b>8 Development schedule and construction plan</b>				
8.1				Plan diagram, schedule and/or narrative describing <b>intended site development schedule</b> . Describe any interim use, including signage, anticipated prior to construction.
8.2		General	Detailed plan	Narrative explaining any <b>anticipated construction-related impacts</b> on public or private property and businesses adjacent to or otherwise impacted by the parcel. For a Level 2 submission, include details on how parcel areas will be used for staging, parking, etc. during construction, and a detailed plan for mitigating and managing any impacts on other public and private property.

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<b>9 Legal</b>				
9.1		N/A		<b>Deed Book and Page numbers</b> from Recorder of Deeds.
9.2			N/A	<b>Certified copy of deed(s)</b> from the Recorder of Deeds Office (only for any associated non-LINK parcels).
9.3			N/A	<b>Municipal lien certificate</b> from the Tax Collector's Office (only for any associated non-LINK parcels).
9.4			N/A	<b>New metes and bounds</b> or legal description of parcel(s) (if applicable— e.g., for any associated non-LINK parcels).
9.5		N/A		Location, dimension and area of any <b>land proposed to be dedicated to the City of Providence or I-195 Redevelopment Commission</b> or payment in lieu of such dedication.
9.6		N/A		<b>A physical alteration permit</b> issued by the Rhode Island Department of Transportation for any connection to or construction work within a state highway or other right-of-way (if necessary).
9.7		N/A		Copies of all <b>legal documents describing the property</b> , proposed easements and rights-of-way, dedications, restrictions, or other required legal documents.
9.8		N/A		Certification by a registered land surveyor that a <b>perimeter survey of the land</b> being developed has been performed and conforms to the survey requirements of these regulations.
9.9		N/A		<b>Deed or instrument transferring to the City all public streets and/or other public improvements</b> , and subject to approval by the Providence Department of Public Works.
9.10		N/A		<b>Deed transferring land proposed for dedication to the City or other qualified group or agency for open space purposes</b> (if applicable).
<b>10 Official Communications</b>				
10.1		N/A		<b>Written response addressing Level 1 review</b> comments and questions.
10.2		N/A		Any changes or requirements required by the I-195 Redevelopment Commission Level 1 review.

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<b>11 Description of Community Benefits</b>				
<b>11.1</b>	<b>2b</b>			<b>Overview of the project's economic benefits</b> to Providence and Rhode Island, focusing on site-specific program. Address construction-related employment and other development-process benefits separately from longer-term benefits that occur after occupancy.
<b>11.2</b>	<b>2c</b>			<b>Overview of project's benefits to its context</b> , including adjacent LINK parcels and other nearby parcels. Address benefits achieved through urban design, catalytic economic development, research-sector growth, job training and/or other relevant categories as a result of your investment.
<b>11.3</b>		N/A		<b>Commitment to any public improvements required</b> as part of the development: Either: <ul style="list-style-type: none"> <li>• A letter stating the intent of the applicant to complete the required improvements, or</li> <li>• A letter requesting that the Commission set sufficient security to cover the cost of the required improvements.</li> </ul>
<b>11.4</b>		N/A		Commitment to any public improvements required as part of the development: Performance bond or other financial guarantees (Initial amount and date set by the Commission).
<b>11.5</b>		N/A		Commitment to any public improvements required as part of the development: Maintenance bond for acceptance of public improvements, if applicable.
<b>12 Business Plan</b>				
<b>12.1</b>	<b>4a</b>			<b>Demonstration of feasibility:</b> <ul style="list-style-type: none"> <li>• Market assumptions related to demand and price points</li> <li>• Sources and uses</li> <li>• Pro forma assumptions</li> </ul>
<b>12.2</b>	<b>4b</b>			Identify <b>any subsidies (such as tax agreements, loans, equity investment, or other)</b> that you believe your proposal will require. The Commission will evaluate this material in the context of the feasibility information provided and urges proposers to be as accurate as possible. The Commission may elect to work with individual project proposers to resolve financial gaps.
<b>12.3</b>	<b>4c</b>			<b>Demonstration of financial capacity:</b> <ul style="list-style-type: none"> <li>• A financial statement for the entity and/or principals</li> <li>• Any pending or past litigation involving the developing entity or any team members</li> <li>• Proposed sources and uses and pro forma assumptions</li> <li>• Existing loans and their status. A minimum of "good standing" is required on existing loans</li> <li>• Testimonials from 2–3 lenders</li> </ul>
<b>12.4</b>	<b>4d</b>			<b>Purchase price, terms and conditions.</b> Please see draft Letter of Intent and Purchase and Sale documents for reference in making your pricing and ownership proposal.

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## Fire/Building Permit Review

### ALL PROJECTS

Review conducted by the Rhode Island state fire marshal, state building official, and Providence Fire Department. This process sequence reads from top to bottom.

