

TYPE OF APPLICATION & STAGES OF REVIEW	FILING FEE
<b>ADMINISTRATIVE SUBDIVISION</b>	
<ul style="list-style-type: none"> <li>Review by Planner</li> <li>Review by Planning Board</li> </ul>	\$ 50 \$100
<b>MINOR SUBDIVISION/LAND DEVELOPMENT (NO ROAD)</b>	
<ul style="list-style-type: none"> <li>Preapplication/Concept</li> <li>Preliminary Plan</li> <li>Final Plan</li> </ul>	\$100 \$300 & \$20 per unit/lot \$200
<b>MINOR SUBDIVISION (WITH ROAD)</b>	
<ul style="list-style-type: none"> <li>Preapplication/Concept</li> <li>Preliminary Plan</li> <li>Final Plan</li> </ul>	\$350 & \$20 per unit/lot \$600 & \$20 per unit/lot \$200
<b>MAJOR SUBDIVISION/LAND DEVELOPMENT</b>	
<ul style="list-style-type: none"> <li>Preapplication/Concept</li> <li>Master Plan</li> <li>Preliminary Plan</li> <li>Final Plan</li> </ul>	\$350 & \$20 per unit/lot \$600 & \$20 per unit/lot \$600 & \$20 per unit/lot \$200
<b>REINSTATEMENT OF SUBDIVISION</b>	\$200 & Mtg. Costs
<b>SPECIAL MEETINGS</b>	\$ 50 & Mtg. Costs
<b>RESUBMISSION FEES INSPECTION FEES</b>	\$ 40 Based on performance bond and/or improvements

### Important Points to Remember:

- The Planning Board meets the first Monday of every month at 7 p.m. in the Jesse Smith Library, Community Room, 100 Tinkham Lane, Harrisville.
- Any changes to lot lines, creation or deletion of lot lines, and creation or extensions of roads must be reviewed and approved by the Planning Board or Administrative Officers.
- No deed which results in the creation of a lot or road may be filed with the Town Clerk without an approved, endorsed plan by the Planning Board.
- The Town of Burrillville's Subdivision & Land Development Regulations are mandated by the State of Rhode Island's Land Development and Subdivision Review Enabling Act of 1992 (RIGL Title 45, Chapter 23).
- Burrillville's "Subdivision and Land Development Regulations" provide a complete description of the required submittals, reviews and approvals for each step of the subdivision review process. The Regulations are available on the Town's website at [www.burrillville.org](http://www.burrillville.org) on the Planning Department page.
- The Town's Zoning Ordinance is also available on the Town's website at [www.burrillville.org](http://www.burrillville.org) on the Building & Zoning Department's page.

# TOWN OF BURRILLVILLE



## PLANNING & ECONOMIC DEVELOPMENT

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**Hours:**  
 Mon-Wed: 8:30-4:30  
 Thurs: 8:30-7:00  
 Fri: 8:30-4:30

## Subdivision Application & Review Process

The Planning Board is involved in activities and decisions concerning the physical growth and development of the Town. Certain projects require the Planning Board's approval; others may be reviewed and approved by the Planning Department's Administrative Officers. **The Planning Department and/or Board must review all subdivisions of land within the Town.** It is also the Planning Board's responsibility to review and approve any road creation or extension, significant industrial and commercial developments, and proposed plans for development in environmentally sensitive areas.

The application process is quite straight forward, although there are different submission requirements depending on the type of land division or project you are interested in pursuing. A land division (changes to property lines) may be classified as one of three types:

### Administrative Subdivision

This type of land division results in no new lots or roads being created. An Administrative Subdivision is reviewed by the Planning Department's Administrative Officers and, if acceptable under the Town's Subdivision Regulations, can be filed with the Town Clerk without a Planning Board hearing.



Administrative Subdivisions that result in lots that do not conform to the Zoning Ordinance must be reviewed by both the Planning Board and Zoning Board.

### Minor Subdivision

This type of division of land results in creating five or less new lots. A Minor Subdivision consists of two review stages:

- preliminary
- final

A public hearing must be held if the proposed division involves the extension or creation of a street.

### Major Subdivision

This type of division of land results in more than five lots being created, and may or may not involve the creation of a new street or street extension. A Major Subdivision consists of four review stages:

- pre-application
- master plan
- preliminary
- final

In addition to a public hearing, an informational meeting for the public is required as part of the master plan review.

We suggest that you make an appointment to come in and speak informally with the Planning Director before you begin any land subdivision process. The Town staff will advise you as to what approvals are required based on the type of application that will be submitted. You will be informed of the necessary stages for review and the timeframe allotted for each review.

Depending on the type of application, the timeframes from review and approval may range from 15 to 90 days from the date of submission. These timeframes allow for review of the application for completeness by the planning staff and, depending on the submission, the Town's Director of Public Work/Engineer's review, the Planning Board's review, and necessary meetings and/or public notification and hearings.

If your project is a Minor or Major Subdivision, you will be scheduled to appear before the Planning Board to explain your project to the Board. While we will try to conduct the review of plans and materials as quickly as possible, the review periods are there so that you can better anticipate the maximum time the process may require. Checklists are available to help you identify all the items your plan must contain, and any supporting materials that must accompany submissions.

*\*\*Feel free to call us with any questions\*\**