

Comprehensive Permit Application Review R.I.  
Gen. Law §45-53-4

**NOTE:** Pre-application may be required by municipalities or requested by the applicant when the optional Conceptual Master Plan stage of review IS NOT utilized. If a preapplication is held, it must be scheduled and held within 30 days of a submission by the applicant. If such meeting is not scheduled and held within this timeframe, nothing precludes the applicant from filing a preliminary plan application and proceeding as outlined in this template.

Applicant submits optional  
Conceptual Master Plan application

Administrative Officer (AO) reviews submission

Application is certified, in writing, complete or incomplete within twenty-five (25) days,

Issue Certificate of Completeness

Issue Certificate of Incompleteness and Return to Applicant

Conceptual Master Plan Review and Public Hearing.  
Decision within sixty (60) days of certification of completeness or other timeframe as agreed to by the applicant

Resubmission of a corrected application shall be certified complete or incomplete. In no case shall this be required within less than ten (10) days after its resubmission.

Deny

Approval w/ conditions

Approve

Failure to Act

Applicant submits  
Pre-application submission at direction  
of municipality or by choice when the  
optional Master Plan is skipped

Applicant submits  
Preliminary Plan application

Administrative Officer (AO) reviews submission

Application is certified, in  
writing, complete or  
incomplete within twenty-five  
(25) days,

Issue Certificate of  
Completeness

Issue Certificate of Incompleteness and Return to  
Applicant

Preliminary Plan Review  
And Public Hearing  
Decision within ninety (90) days of  
certification of completeness or  
other timeframe as agreed to by  
the applicant

Resubmission of a corrected  
application shall be certified  
complete or incomplete. In no  
case shall this be required  
within less than ten (10) days  
after its resubmission.

Deny

Approval w/  
conditions

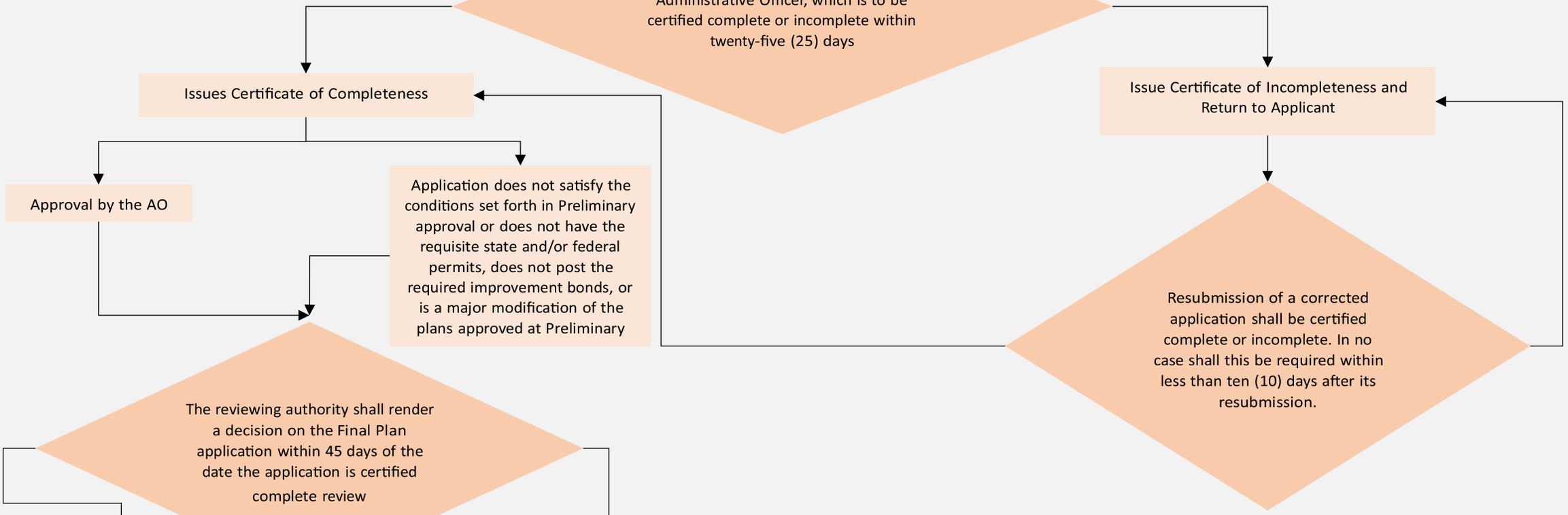
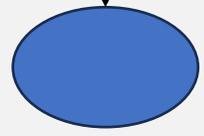
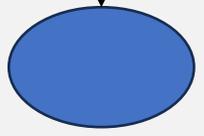
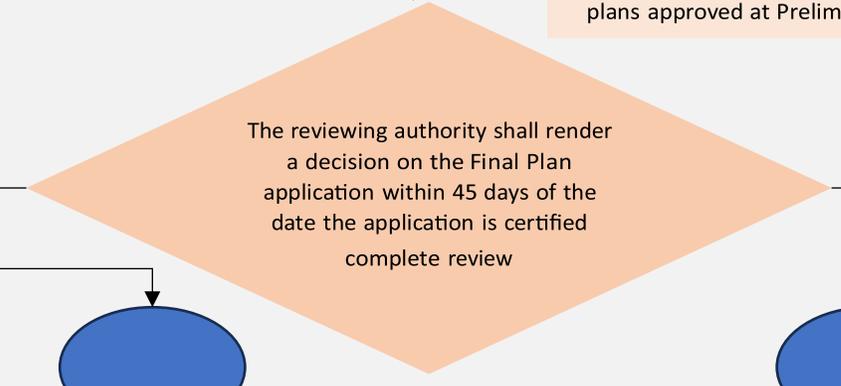
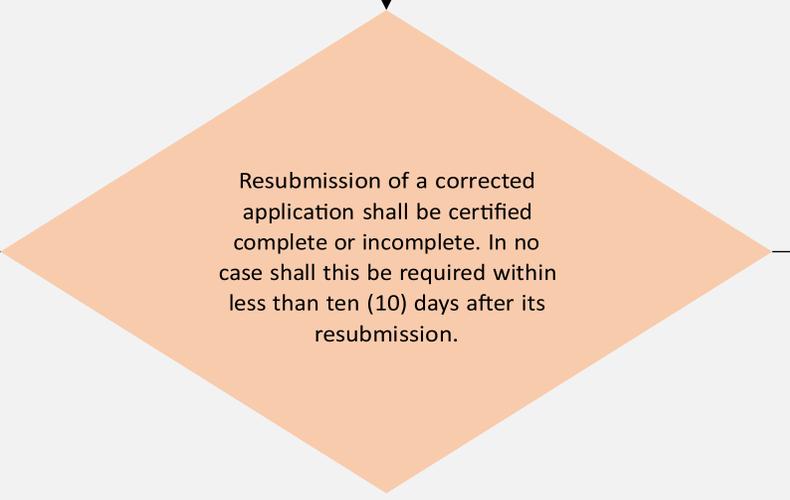
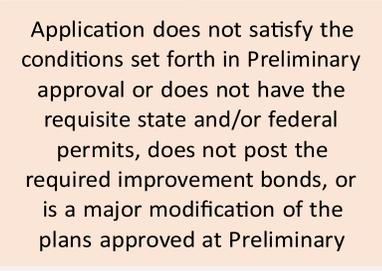
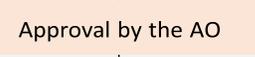
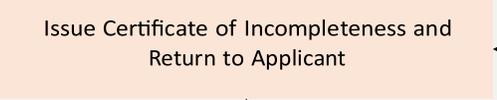
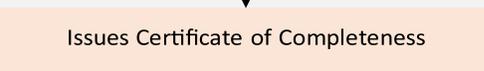
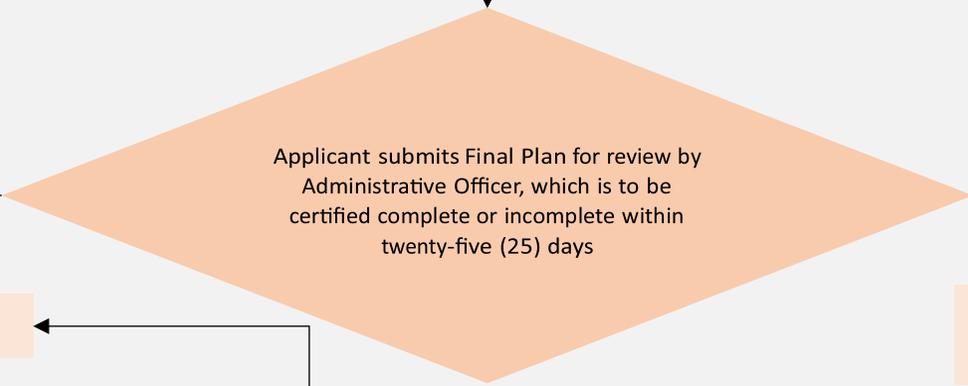
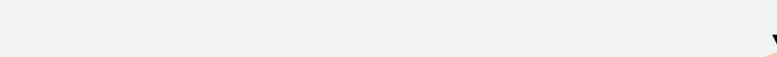
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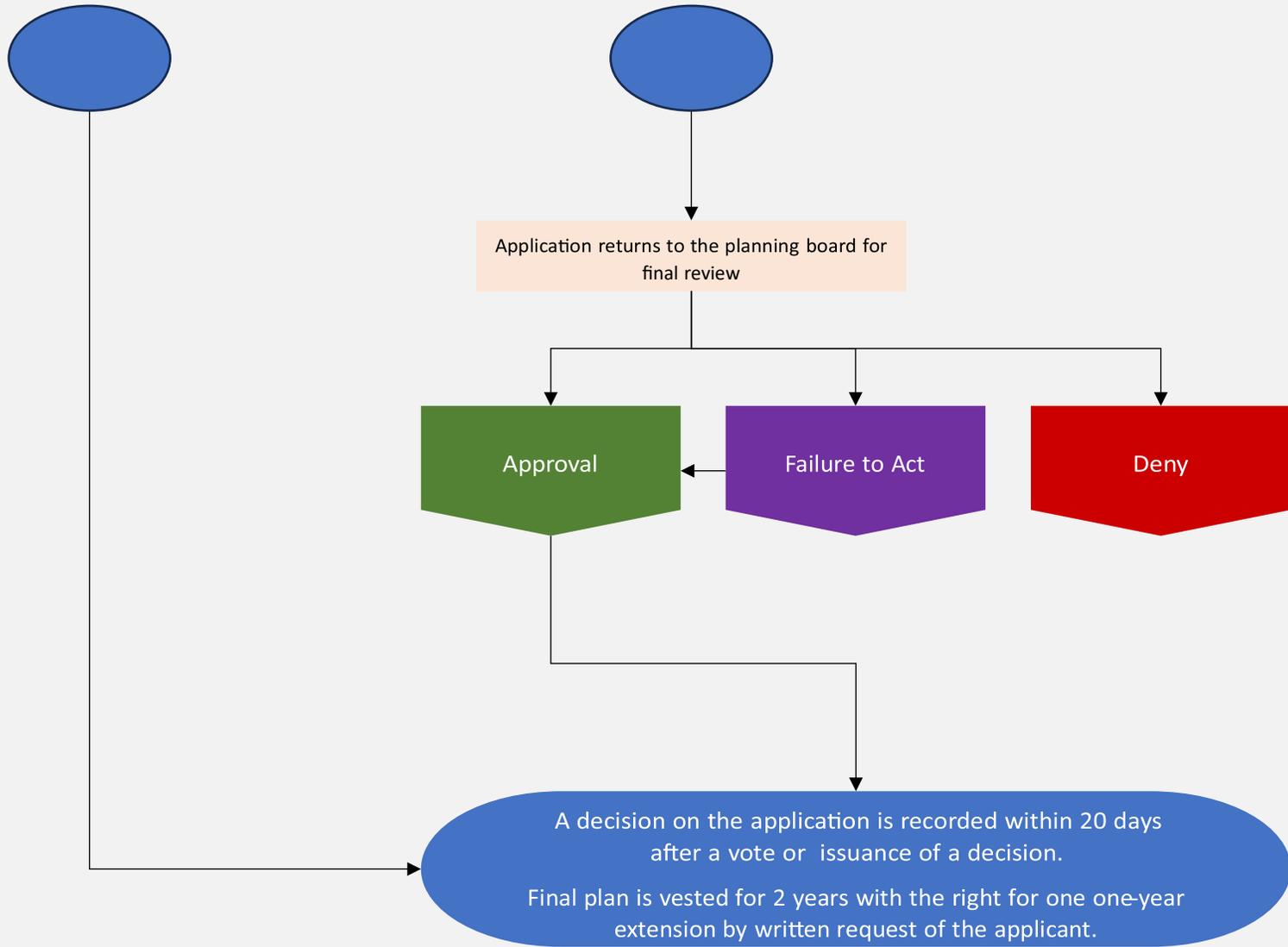
Failure to Act

Blue oval representing a final step or outcome.

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**NOTE:** When an applicant opts to skip the optional Conceptual Master Plan stage of review, they can proceed directly to the Preliminary Plan stage of review; however, the municipality may require a pre-application meeting when the optional Master Plan stage of review is skipped.





**NOTE:** A comprehensive permit shall expire unless construction is started within twelve (12) months and completed within sixty (60) months of the recording of the final plan approval unless a longer and/or phased period for development is agreed to by the local review board and the applicant.

Applicant submits a request for a modification or a change to an approved plan

**NOTE:** This process only applies to applications that request a modification or a change to an approved plan at any stage of review.

AO determines if the change is a minor or major change under the regulations and shall notify the applicant in writing within fourteen (14) days, if the changes are determined to constitute a major change

Minor Change

Major Change

Minor changes can be approved administratively at the discretion of the AO. The AO may request a recommendation from either the TRC or the Planning Board.

Approval by AO

Denial by AO

Planning Board public hearing on the major modification

Approval by Planning Board

Denial by Planning Board