**A Technical Review Committee will be an optional tool for municipalities to implement. The language in red is directly from state law and must be inserted as written, should the municipality decide to adopt the provision. The additional language in black is derived from best practices. Those sections are recommended for consideration by the municipality to accompany the required text and provide guidance to applicants and the municipality.**

* 1. *Technical Review Committee***[[1]](#footnote-1)1**

1. There is hereby established**[[2]](#footnote-2)2** a technical review committee (TRC)in accordance with RIGL §45-23-56, the members of which are appointed by the [CITY/TOWN] Council. The TRC is responsible for conducting technical reviews of all applications subject to the jurisdiction delegated under [INSERT LOCAL SECTION REFERENCE]. The TRC may also review and approve applications in accordance with [SECTION g] herein.
2. The TRC shall consist of [NUMBER of] members**[[3]](#footnote-3)3**, including [INSERT THE TITLES/QUALIFICATION OF THE MEMBERSHIP].
3. The [planning board] shall adopt written procedures establishing the committee’s responsibilities.
4. The administrative officer shall serve as chair of the TRC.
5. Recommendations of the TRC to the permitting authority shall be in writing and kept as part of the permanent record of the development application. In no case shall the recommendations of the technical review committee be binding on the [planning board] in its activities or decisions. The recommendation of the TRC shall be made available to the applicant prior to a decision by the permitting authority.
6. Review of applications in an advisory capacity.
   1. The TRC shall review the following types of applications in an advisory capacity:
      1. Minor land development projects and subdivisions; advisory to the permitting authority as determined in [INSERT LOCAL SECTION REFERENCE].
      2. Major land development projects and subdivisions; advisory to the permitting authority as determined in [INSERT LOCAL SECTION REFERENCE], provided that the TRC reviews the application prior to the [planning board’s] first meeting on the application.
      3. Administrative subdivisions at the request of the administrative officer; advisory to the administrative officer.
      4. Comprehensive permit applications; advisory to the [planning board].
      5. [Minor modifications or changes, as defined in [INSERT LOCAL SECTION REFERENCE], to land development and subdivision applications.]**[[4]](#footnote-4)4**
      6. [Administrative development plan review applications; advisory to the administrative officer]
      7. [Formal development plan review applications; advisory to the [planning board]]
      8. Other matters referred to the TRC by the [planning board, zoning board, or city/town council].
7. Review of applications for decision
   1. The TRC shall review the following types of applications for determination by a majority vote of the membership. The decision of the TRC for these applications shall be binding on the applicant.
      1. Final plan applications for minor land development and subdivisions.**[[5]](#footnote-5)5**
      2. Preliminary plan applications for formal development plan review as defined in [INSERT LOCAL SECTION REFERENCE].**[[6]](#footnote-6)6**

1. 1 More than one technical review committee may be established. If creating more than one TRC, the regulations shall define the role and responsibilities of each TRC consistent with the provisions of RIGL §45-23-50. [↑](#footnote-ref-1)
2. 2 RIGL §45-23-56(a) and (b) requires that a technical review committee is established by the municipality, which generally means the City or Town Council; check Charter and Ordinances. [↑](#footnote-ref-2)
3. 3 RIGL §45-23-62 requires no less than three (3) members, which may include but is not limited to members of the planning board, planning department staff, other municipal staff representing departments with responsibility for review or enforcement, conservation commissioners, public members, or other duly appointed local public commission members. [↑](#footnote-ref-3)
4. 4 RIGL 45-23-38(3)(h)(1) and RIGL 45-23-39(f)(1) permits the administrative officer to request a recommendation on modifications or changes from either the TRC or the permitting authority. [↑](#footnote-ref-4)
5. 5 RIGL 45-23-38(g) allows for either the TRC or the administrative officer to approve final plans for minor land development and subdivisions. Municipalities can decide to permit the administrative officer to make these determinations in place of the TRC. [↑](#footnote-ref-5)
6. 6 RIGL 45-23-50(a) allows for the TRC or the planning board to be designated as the permitting authority for formal DPR applications that do not undergo unified development review. [↑](#footnote-ref-6)