

*DIVISION OF STATEWIDE PLANNING*  
**SUBMITTAL OF AN ADOPTED COMPREHENSIVE PLAN  
OR PLAN AMENDMENT FOR STATE REVIEW**

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Municipality: \_\_\_\_\_ Date of Submittal: \_\_\_\_\_

**CONTACT INFORMATION**

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Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

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

**MATERIALS TO BE REVIEWED (select one)**

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A fully updated and adopted comprehensive plan (*as required by RIGL 45-22.2-12(b)*)

Comprehensive plan amendment(s) If amendment, complete the following:

**Amendment title:**

**List all Plan chapters/elements in which an amendment was made:**

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**Provide a general summary of the amendment(s) to assist in the review (attach another sheet if necessary):**

## SUBMISSION REQUIREMENTS AND CHECKLIST

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- One electronic copy of the plan or amendment (*in one of the following formats: .doc, .pdf, .pub*)
- Two (2) paper copies of the plan or amendment (*3-hole punched or unbound preferred*)
- Planning Board/Commission minutes showing approval and recommendation to the City/Town Council
- City/Town Council minutes showing adoption of the comprehensive plan
- If not specified in the City/Town Council minutes, evidence that the plan or amendment was adopted as an ordinance (e.g. copy of the ordinance)
- Copies of all public hearing advertisements

### Comprehensive Plan Content Completion Checklist

The [Rhode Island Comprehensive Planning Standards Manual](#) lays out the standards for complying with the requirements of the Comprehensive Planning and Land Use Act. The following checklist draws from the Manual to identify items must be included in your community’s comprehensive plan in order to receive State approval. This list is intended to provide you with an easy method to verify that required material has been included in your plan. It will also assist us in expediting the review of your plan.

If a certain requirement is not applicable to your community, please indicate by an “NA” in the “Page or Map” column. If you have comments or explanations pertaining to any of the Standards, please include them at the end.

Stand.	Requirement	Page(s) or Map(s)
1.5	20-year population projection	
Natural Resources		
2.1a	Surface water, including ponds, rivers, and streams, and watersheds have been included on one or more maps	
2.1b	Aquifers have been included on one or more maps	
2.1c	Wetlands and saltwater marshes have been included on one or more maps	
2.1d	Floodplains have been included on one or more maps	
2.1e	Forested areas have been included on one or more maps	

2.1f	Existing large, intact, or connected blocks of habitat area have been included on one or more maps	
2.1g	Known critical, uncommon, or fragile wildlife habitat areas have been included on one or more maps	
2.2	Existing permanently protected conservation areas (both public and private) have been identified on a map	
2.3a	The marsh areas within the community that are likely to be lost in the event of 1', 3', and 5' of sea level rise have been identified on a map	
2.3b	The areas within the community to which marsh is likely to migrate in the event of 1', 3', and 5' of sea level rise have been identified on a map	
2.4	Prominent issues facing the municipality's significant natural resources have been identified and discussed	
2.5	The municipality's priorities for land conservation have been identified and discussed	
2.7	Goals that embody the State's goals for natural resources and policies to support each goal have been included	
2.8	Implementation actions that address the protection and management of natural resources have been included	
Recreation and Open Space		
3.1	Existing recreational areas and sites have been identified (preferably on a map)	
3.2	Existing and future recreational needs have been analyzed	
3.3	Areas for the potential expansion of recreational facilities have been identified	
3.4	Goals that embody the State's goals for recreation and policies to support each goal have been included	
3.5a	Implementation actions that address the protection and management of recreational resources and acquisition of additional resources, if appropriate, have been included	
3.5b	Implementation actions that address meeting identified recreational needs have been included	

Historic and Cultural Resources		
4.1	Historic and cultural resource areas and sites (such as, but not limited to, historical buildings, landmarks, and scenic views) have been identified	
4.1a.i	One or more maps showing properties or districts listed on the State or National Register of Historic Places have been included	
4.1a.ii	One or more maps showing Locally designated historic districts established through the zoning ordinance have been included	
4.1b	Clear identification of the name of each mapped resource area and/or site has been included	
4.3	Goals that embody the State's goals for historic and cultural resources and policies to support each goal have been included	
4.4	Implementation actions that address the protection of historic and cultural resources have been included	
Housing		
5.2	Existing housing patterns have been identified	
5.4	Existing and future housing needs, including the need for affordable housing, have been assessed	
5.5	How one of the mandated low- and moderate-income thresholds will be met has been demonstrated	
5.7	Goals that embody the State's goals for housing and policies to support each goal have been included	
5.8a	Implementation actions that address the development of housing units in adequate numbers to meet future population needs, including the development of a minimum of 10% of the year-round housing within the community as low- and moderate-income housing have been included	
5.8b	Implementation actions that address promoting the use and rehabilitation of the existing housing stock and maintaining a housing stock that is safe, healthy, and sanitary have been included	

5.8c	Implementation actions that address locating new housing in appropriate areas of the community at densities that are appropriate to the characteristics of the land, the availability of infrastructure and community services and the densities of surrounding neighborhood have been included	
5.8d	Implementation actions that address complying with the requirements of RIGL subsection 45-24-46.1(b), (inclusionary zoning incentives), if applicable, have been included	
Economic Development		
6.1	The existing types and patterns of economic activities that exist within the municipality have been described	
6.2	The ways in which the local government can improve the local business climate have been assessed and discussed	
6.3	Goals that embody the State's goals for economic development and policies to support each goal have been included	
6.4a	Implementation actions that address creating a climate in which business activity will grow and businesses will thrive have been included	
6.4b	Implementation actions that address conserving and enhancing areas suitable for economic expansion and/or redevelopment have been included	
Agriculture		
7.1	Valuable agricultural soils have been identified on a map	
7.5	Goals that embody the State's goals for agriculture and policies to support each goal have been included	
7.6	Implementation actions to support each goal have been included	
Sewer Service Areas		
8.1	Existing and proposed sewer service areas have been identified on a map	
8.1a	Areas that currently have access to a sewer line, regardless of whether the buildings within the area are in fact connected to the sewer system have been identified on a map	

Significant Public Infrastructure and Facilities		
8.2a	All municipally-owned and/or operated buildings, including but not limited to city/town hall, administration buildings, schools, community and/or senior centers, libraries, fire stations, police stations, etc. have been identified on a map	
8.2b	Solid waste transfer stations and municipal compost or refuse disposal sites have been identified on a map	
8.2c	Wastewater treatment plants have been identified on a map	
Solid Waste Management		
8.3a	The municipal solid waste management system has been described	
8.4b	An assessment of the current and anticipated future quality of the solid waste management services currently provided to the community has been included	
8.4c	Existing and future issues related to the condition and/or capacity of solid waste facilities and infrastructure have been discussed	
Wastewater Management		
8.3b	The wastewater management system has been described	
8.3b.i	The wastewater infrastructure for which the municipality is responsible has been described	
8.4b	An assessment of the current and anticipated future quality of the wastewater management services currently provided to the community has been included	
8.4c	Existing and future issues related to the condition and/or capacity of wastewater management facilities and infrastructure have been discussed	
Stormwater Management		
8.3c	The municipal approach to stormwater management has been described:	
8.4b	An assessment of the current and anticipated future quality of the stormwater management services currently provided to the community has been included	

8.4c	Existing and future issues related to the condition and/or capacity of stormwater management facilities and infrastructure have been discussed	
Public Safety Services		
8.3d	Public safety services provided to the community, as well as the facilities and infrastructure associated with these services have been described	
8.4c	Existing and future issues related to the condition and/or capacity of public safety facilities and infrastructure have been discussed	
Public Education		
8.3e.i	All aspects of the public educational system, including a description of the overall public educational system has been included	
8.4a	An assessment of public-school needs has been provided	
Public Library Services		
8.3f	For municipalities that provide library services, the public library system has been described	
8.4b	An assessment of the current and anticipated future quality of the public library services currently provided to the community has been provided	
8.4c	Existing and future issues related to the condition and/or capacity of public library facilities and infrastructure have been discussed	
Community and/or Senior Centers		
8.3g	For municipalities that provide community and/or senior centers, the services provided and associated facilities have been described	
8.4b	An assessment of the current and anticipated future quality of community and/or senior centers currently provided to the community has been included	
8.4c	Existing and future issues related to the condition and/or capacity of community and/or senior center facilities and infrastructure have been discussed	

All Public Services and Facilities		
8.5	Goals that embody the State's goals for services and facilities and policies to support each goal have been included	
8.6	Implementation actions to support each goal have been included	
8.6c	Implementation actions to meet existing and future needs for services and facilities have been included	
Energy		
9.1	Goals that embody the State's goals for energy and policies to support each goal have been included	
Water Supply		
10.1a	Surface reservoirs used for potable water have been identified on one or more maps	
10.1b	Aquifers have been identified on one or more maps	
10.2	Existing service areas have been identified on a map, if applicable	
10.3	The ways in which water is provided to the community have been described	
10.4	Existing and future issues concerning the supply of potable water to the municipality has been assessed and discussed	
10.4a	The general adequacy of water sources to meet current demands has been assessed and discussed	
10.5	Goals that embody the State's goals for water quality and supply and policies to support each goal have been included	
10.6	Implementation actions to support each goal have been included	
Transportation		
11.1a	Major streets, highways, and interstates have been included on a map	
11.1b	Bus routes and major bus hubs have been included on a map	
11.1c	Separated bicycle paths have been included on a map	



11.1d	Rail stations and railway lines have been included on a map	
11.1e	Ports and harbors have been included on a map	
11.1f	Airports have been included on a map	
11.1g	Other major transportation facilities that may exist within the municipality have been included on a map	
11.2a	The transportation modes currently serving the community have been described and assessed	
11.2b	The existing and proposed major facilities and routes that serve transit riders, bicyclists, and pedestrians have been described and assessed	
11.2c	The existing and proposed major facilities and routes that facilitate the movement of freight, including air, marine, rail, highway, and pipelines have been described and assessed	
11.2d	Large-scale transportation facilities that exist within the community if any, such as airports, ports and harbors, bus depots, etc. have been described and assessed	
11.3	Goals that embody the State's goals for transportation and policies to support each goal have been included	
11.4	Implementation actions to support each goal have been included	
Natural Hazards and Climate Change		
12.2a	One or more maps that illustrate the areas that would currently be inundated in the event of a 1% and 0.2% storm as they appear on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs) have been included	
12.2b	One or more maps that illustrate the areas that would be inundated in the event of Category 1 through 4 hurricanes have been included	
12.2c	One or more maps that illustrate the areas that are projected to be inundated due to 1', 3', and 5' of sea level rise have been included	
12.4	Goals that embody the State's goals regarding natural hazards and climate change and policies to support each goal have been included	

12.6	Implementation actions that would help to avoid or minimize the effects that natural hazards pose to lives, infrastructure, and property have been included	
Land Use		
13.1	Existing land uses have been identified on a map.	
13.2	Existing zoning districts have been described and identified on a map	
13.5	<p>Future land use and residential density categories have been illustrated on a Future Land Use Map (FLUM) that meet the following standards:</p> <ul style="list-style-type: none"> <li>• All land areas within the municipality's boundaries have been designated with a future land use category</li> <li>• Each future land use category depicted on the FLUM has been labeled within the map's legend</li> <li>• Existing permanently protected conservation areas have been identified on the FLUM</li> <li>• Significant existing, permanently protected outdoor recreational areas have been identified on the FLUM</li> <li>• Areas of the municipality in which residential, commercial, industrial, and agricultural uses are desired as a future land use have been identified on the FLUM</li> </ul>	
13.6a	Descriptions of the general uses that are desired within the future land use category (residential, commercial, industrial, agricultural, civic, institutional, open space, recreation, etc.) have been included	
13.6b	The average residential density or the range of residential densities that are desired within the future land use category, if residential uses are to be permitted have been identified	
13.7a	Any areas of the municipality in which inconsistencies exist between the existing zoning districts and the desired future land uses illustrated on the Future Land Use Map have been clearly delineated on a map	
13.7b	The existing zoning in the areas that have been determined to be inconsistent have been identified	
13.7c	The future land use designations of areas that have been determined to be inconsistent have been identified	
13.8	For any inconsistencies that exist between the existing zoning districts and the Future Land Use Map and categories, proposed resolutions have been selected and discussed	

13.10	Goals that embody the State’s goals for land use and policies to support each goal have been included	
13.11a	Implementation actions that address promoting orderly growth and development have been included	
13.11c	Implementation actions ensuring that municipal land use regulations are consistent with the goals and policies set forth within the comprehensive plan have been included	
13.11d	Implementation actions amending the zoning ordinance and map to provide consistency with the comprehensive plan, if applicable, have been included	
Implementation Program		
14.1	A separate Implementation Program has been included in the plan	
14.2b	A timeframe for each implementation action has been provided	
14.3	Implementation actions involving the expansion or replacement of public facilities that are reflected in the current Capital Improvement Program have been identified	
14.4 & 14.4b	A schedule by which the zoning ordinance and zoning map will be amended to provide consistency with the comprehensive plan specifying, the amendments that will be undertaken to bring consistency with the comprehensive plan has been included	

Comments or explanations:

**SIGNATURE**

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Printed Name of Authorized Municipal Official: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**SUBMIT FORM TO:**

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RI Division of Statewide Planning  
Supervising Planner, Community Outreach Unit  
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