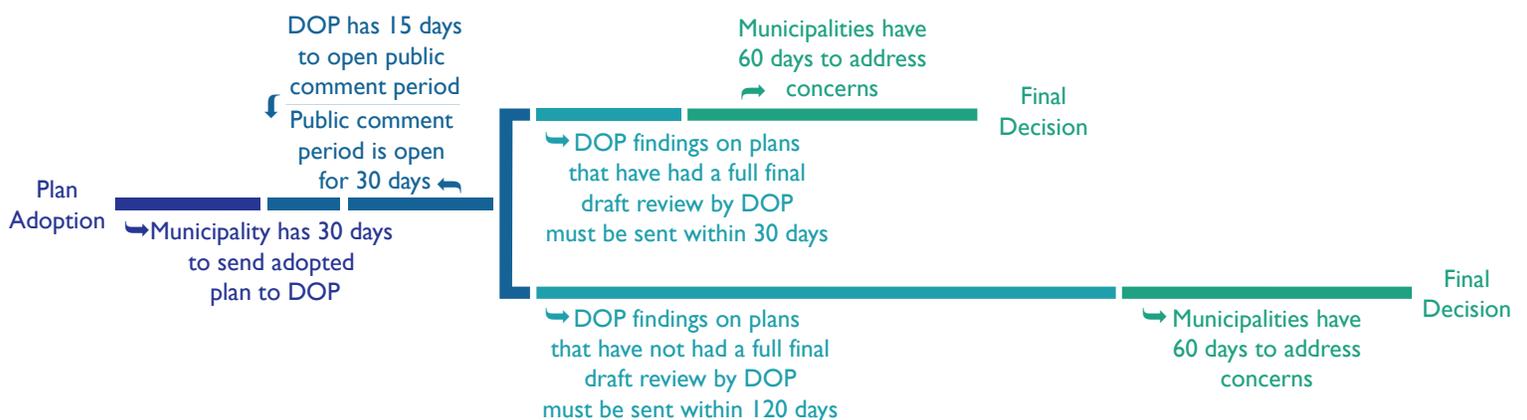


# THE STATE REVIEW PROCESS & TIMELINE

Obtaining State Approval Prior to June 1, 2016

The submission to and review of comprehensive plans, or amendments to comprehensive plans, by the Division of Planning is required to follow the process and timeline outlined below.

1. Comprehensive plans or amendments are to be submitted to the highest ranking officer of the Division of Planning. At the time of this writing, this person holds the position of Associate Director. For simplicity, the tasks that are prescribed to this officer by the Act are listed here as tasks of the Division of Planning.
2. Comprehensive plans or amendments are to be submitted to the Division of Planning within thirty (30) days of adoption by the municipal legislative body.
3. Within fifteen (15) days of receipt of the comprehensive plan or amendment, the Division of Planning must solicit comments from the public, regional and State agencies and all contiguous municipalities.
4. The public comment period must be open for thirty (30) days and notice of the comment period must be posted on the Division of Planning website.
5. Division of Planning comments on the results of the review must be forwarded to the municipality within:
  - One-hundred and twenty (120) days of the end of the comment period for plans or amendments that were not reviewed as full drafts prior to adoption; or
  - Thirty (30) days of the end of the comment period for comprehensive plans or amendments that were reviewed as full drafts prior to adoption.
6. The review time period may be reduced or extended if the municipality and the Division of Planning both agree to the new timeframe.
7. Municipalities then have sixty (60) days to address any concerns identified by the Division of Planning in the initial comments. The response time may be reduced or extended if the municipality and the Division of Planning both agree to the new timeframe.
8. The Division of Planning must review all corrections and related material submitted by the municipality in response to the comments and render a final decision on the plan. In the event of disapproval, the Division of Planning must notify the municipality by registered mail, and issue findings describing the deficiencies in the plan or amendment.
9. The municipality may appeal the decision of the Division of Planning within thirty (30) days of receipt of the decision, according to the provisions laid out in RIGL subsection 45-22.2-9.1.



## Local Adoption and State Review Timing

If a municipality has already had full, draft review of their comprehensive plan, the public hearing process must begin by September 2015 to allow enough time for State review.

There are approximately  
**2 months left**  
to complete revisions

Planning Board/Commission Hearing
Approval by Planning Board/Commission
City/Town Council Hearing
Adoption by City/Town Council
Public Notice & Comment Period - 45 days
State Review Process - 30 days with full draft review
Revisions to Address State Comments
Final State Review and Letter - 30 days

June 2015
July 2015
August 2015
September 2015
October 2015
November 2015
December 2015
January 2016
February 2016
March 2016
April 2016
May 2016

If a municipality has not already had a full, draft review of their comprehensive plan, the public hearing process must begin immediately to allow enough time for State review

Planning Board/Commission Hearing
Approval by Planning Board/Commission
City/Town Council Hearing
Adoption by City/Town Council
Public Notice & Comment Period - 45 days
State Review Process - 120 days without full draft review
Revisions to Address State Comments
Final State Review and Letter - 30 days

Staff of the RI Statewide Planning Program is available to assist municipalities in meeting the requirements of the Act, as amended in 2011. Please contact Kevin Nelson, Supervising Planner, at (401) 222-2093 or [kevin.nelson@doa.ri.gov](mailto:kevin.nelson@doa.ri.gov) to request assistance or with questions.

RHODE ISLAND  
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PLANNING  
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