

Approval Timelines for Subdivision & Land Development					
Project Type	Review Phase	Days to Certify Complete*	Hearing Type & Other Requirements	Days After Certified Complete for Decision	Notes
Administrative Subdivision <i>(45-23-37)</i>	Internal Review	15 Days	If no action by Dept. within 15 days, then auto. put on next PB agenda. <i>§37(c)2</i>	15 days for Dept. to Issue decision. <i>§37(c)1</i> 65 days if sent to PC for decision. <i>§37(d)</i>	- If no action by PC, then application is automatically approved. <i>§37(d)</i> - No right to appeal from decision of administrative officer. <i>§37(e)</i> - If denied, application may be submitted as a Minor. <i>§37(e)</i> - Approval expires in 90 days unless a conforming plat is recorded. <i>§37(a)</i>
Minor <i>(45-23-38)</i>	Pre-App <i>(45-23-35)</i>	Not required by statute, but may be requested by applicant or Dept <i>§35(a)</i>			
	Preliminary	15 Days <i>§38(c)</i> <i>(No street creation-extension or UDR)</i>	No Public Hearing required	65 Days (administrative action) <i>§38(d)</i>	- If an applicant also submits for a modification to the zoning enforcement officer, the running of the time period set forth herein will not begin until the decision on the modification is made as set forth in § 45-24-46. <i>§38(c)</i> - If no action by Planning Board or Administrative Officer, plan is approved. <i>§38(e)</i> - May be assigned to Major review if Planning Board can’t make positive findings. <i>§38(f)</i>
		25 Days <i>§38(c)</i> <i>(With street creation-extension or UDR)</i>	Public Hearing required if street extension/creation is required, or the application is reviewed under UDR, or the application seeks waivers from the design standards that are beyond the authority of the administrative officer. * <i>§38(d)</i>	95 Days <i>§38(d)</i>	
	Final	15 Days <i>§38(c)</i> <i>(No street creation-extension or UDR)</i>	No Public Hearing required	25 Days <i>38(g)</i>	- To be review and approved by administrative officer or TRC. Action to be reported to Planning Board. <i>§38(g)</i> - Expires in 1 year from date of approval unless a conforming plat is recorded. <i>§38(j)</i>
		25 Days <i>§38(c)</i> <i>(With street creation-extension or UDR)</i>	No Public Hearing required	25 Days <i>38(g)</i>	
Major <i>(45-23-39)</i>	Pre-App <i>(45-23-35)</i>	- One or more pre-application meetings may be held for all major land development or subdivision applications at the request of the applicant. <i>§35(a)</i> - Provided that at least one pre-application meeting has been held for major land development or subdivision application or sixty (60) days has elapsed from the filing of the pre-application submission and no pre-application meeting has been scheduled to occur within those sixty (60) days, nothing shall be deemed to preclude an applicant from thereafter filing and proceeding with an application for a land development or subdivision project in accordance with § 45-23-36. <i>§35(e)</i>			
	Master	25 Days <i>§39(c)(2)</i>	Public Hearing Required * <i>§39(c)(4)</i>	90 Days <i>§39(c)(5)</i>	- If an applicant also submits for a modification to the zoning enforcement officer, the running of the time period set forth herein will not begin until the decision on the modification is made as set forth in § 45-24-46. <i>§39(c)(2)</i> - Master & preliminary can be combined. If so, Public Hearing held at combined stage of review. <i>§39(c)(4)(i)</i> - If no action by Planning Board, then Master is approved upon request by applicant. <i>§39(c)(6)</i> - TRC review, if established, required prior to first PB meeting. <i>§39(c)(3)</i> - Approval vests for 2 yrs. with right to 2 one-year extensions upon written request with annual appearance before Planning Board. <i>§39(c)(7)</i> - Additional extensions allowed on written request for good cause shown. <i>§39(c)(7)</i>
	Preliminary	25 Days <i>§39(d)(2)</i>	Public Notice Required <i>§39(d)(4)</i>	90 Days <i>§39(d)(6)</i>	- If no action by PC, plan is approved. <i>§39(d)(7)</i> - TRC review, if established, required prior to first PB meeting. <i>§39(d)(3)</i> - Public Improvement guarantees established at Preliminary. <i>§39(d)(5)</i> - Approval vests for 2 yrs. with right to 2 one-year extensions upon written request with annual appearance before Planning Board and proof of valid state or federal permits as applicable. <i>§39(d)(8)</i> - Additional extensions allowed on written request for good cause shown. <i>§39(d)(8)</i>
	Final	15 Days - Extendable to 25 Days w/written notice if final includes new changes. <i>§39(e)(2)</i>	- Approved when certified complete by Dept. – BUT – - May be referred to PC if not consistent with Preliminary or local requirements. <i>§39(e)(2)</i>	45 days <i>§39(e)(3)</i>	- Completed administratively unless referred to PC. - If no action in 45 days, plan is approved. <i>§39(e)(4)</i> - Unless plan is recorded, Final approval expires after 2 yrs. with right to extend for 1 yr. upon written request with mandatory appearance before Planning Board. Thereafter, the planning board may, for good cause shown, extend the period for recording for an additional period. <i>§39(e)(5)</i> - Recording of Final constitutes acceptance of public improvements, but there is no duty to maintain or improve street or other public improvement or other land intended for dedication until completed in accordance with plan. <i>§39(e)(6)</i> - Once recorded, the approved Final remains valid unless amended. <i>§39(e)(7)</i>
	Comp. Permit <i>(45-53-4)</i>	Pre-App	Pre-application meeting within 30 days of submission with PC, Dept. or TRC - <i>OR</i> - applicant may proceed with an application for preliminary review. <i>§4(d)(1)</i>		
Master (Optional)		25 Days <i>§4(d)(2)(ii)</i>	No Public Hearing Required	60 Days <i>§4(d)(2)(iii)(a)</i>	The approved master plan is vested for a period of two (2) years with the right to extend for two (2), one-year extensions upon written request by the applicant, who must appear before the planning board for each annual review. Thereafter, vesting may be extended for a longer period, for good cause shown. <i>§4(d)(2)(iv)</i>
Prelim.		25 Days <i>§4(d)(3)(ii)</i>	PH* Required <i>§4(d)(3)(iii)(A)</i>	90 Days <i>§4(d)(3)(iii)(c)</i>	- Approval vests for 2 yrs. with right to 2 one-year extensions upon written request with annual appearance before Planning Board and proof of valid state or federal permits as applicable. <i>§4(d)(3)(iv)</i> - Vesting may be extended for a longer period, for good cause shown, if requested, in writing by the applicant <i>§4(d)(3)(iv)</i>
Final		25 Days <i>§4(d)(4)(iii)</i>	No Public Hearing Required	45 Days <i>§4(d)(4)(iii)(A)</i>	- Failure of the reviewing authority to act within the prescribed period constitutes approval of the final plan, and a certificate of the administrative officer as to the failure to act within the required time and the resulting approval shall be issued on request of the applicant. <i>§4(d)(4)(iii)(D)</i> - The approved final plan is vested for a period of two (2) years with the right to extend for one one-year extension upon written request by the applicant, who must appear before the planning board for the extension request. Thereafter, vesting may be extended for a longer period, for good cause shown, if requested, in writing by the applicant, and approved by the local review board. <i>§4(d)(4)(iv)</i> - 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 unless a longer and/or phased period for development is agreed to by the local review board and the applicant. Low- and moderate-income housing units shall be built and occupied prior to, or simultaneous with the construction and occupancy of market rate units. <i>§4(d)(10)</i>
° Time to Certify Complete is suspended when an applicant is notified that an application is incomplete or deficient. Time re-starts from where it was suspended when supplemental or revised materials are-submitted, but is never less than 10 days.					
*PH = Public Hearing as defined by 45-23-42: 14 days general notice by publication + 10 days notice by first-class mail to all: (i) owners within notice radius; (ii) watershed organizations; & (iii) adjacent municipalities.					