

INSTRUCTIONS TO ZONING BOARD OF REVIEW PETITIONERS

This list of instructions will be issued to each applicant for a Variance or Special Use Permit.

1. Applicants must submit three separate checks for the following fees and costs in accordance with the schedule indicated:
 - An application fee of \$230.00 payable to the Town of Tiverton is due to the Zoning office by the closing date (see page 7).
 - A recording fee of \$51.48 payable to the Town of Tiverton is due to the Zoning office by the closing date (see page 7). (This covers the cost for a 2 page decision only)
 - Payment of advertising and certified abutter's letter costs are due not less than one day prior to the public hearing. The actual cost of advertising will be available to the petitioner from the Zoning office not less than 5 days prior to the public hearing.

No petitions will be heard unless all fees and costs are paid in full by the close of business on the days indicated. Payment should be made to the Town of Tiverton, R.I.

2. Applicants may have access to the code of laws for any information that will aid them in their application. (Zoning Ordinance)
3. Applicants must provide a list of owners of abutting property to the Zoning Board of Review office by the due date (see page 7).
 - Abutting property is considered to be any property within 200 feet of the property for which the petition for zoning relief has been filed. Each abutter will receive a certified letter notifying them of the petition and hearing date.
4. Applicants must provide a Plot Plan to the Zoning Board of Review office, and at least 11 copies, by the due date (see page 7) prior to the scheduled public hearing. Plot plans are required to be certified by a registered land surveyor; unless this requirement is waived, in writing by the Zoning Official. (In accordance with the Tiverton Zoning Ordinance, the Zoning Official "may waive the requirement...if he determines that strict compliance is unnecessary given the size or scope of the project involved") Plot plans must include the minimum requirements as listed on page 3.
5. If the applicant was referred to the Zoning Board from the Planning Board, in addition to the other requirements, 1 copy of the plan that was submitted to the Planning Board, signed and dated by the Planning Board Chair must accompany this application

6. Applicants must appear in person at the scheduled meeting of the Zoning Board of Review. If they cannot appear and desire someone to appear for them, they must send a letter to the board indicating authorization for the designated individual to represent them.
7. Any documents that are intended for submission as evidence shall be provided to the Zoning Department at least TEN days prior to the meeting to allow for time to review prior to the hearing.

III. REQUIRED MATERIAL:

1. A scale drawing of the subject premises with a minimum size of 18"x 24" and a minimum scale of 1" = 100ft. showing all lot lines, street lines and zoning district boundary lines within 200 feet of the subject premises with appropriate dimensions, scale and north arrow. In addition, all existing and proposed buildings and structures on the premises shall be accurately shown on this plan with appropriate dimensions.
2. A list of all owners of real property lying wholly or partially within 200 feet of the subject premises.
3. A check for the filing fee of \$230.00 payable to the Town of Tiverton.
4. A check for the recording fee of \$51.48 payable to the Town of Tiverton.
5. A completed application.

Check list for submittal of application

1. _____ 11 copies of plot plan.
2. _____ 1 copy of Plot Plan signed and dated by the Planning Board Chair (if applicable).
3. _____ Completed application.
4. _____ Authorization letter (if applicable).
5. _____ \$230.00 check for application fee.
6. _____ \$51.48 check for recording fee.
7. _____ 11 copies of any additional materials submitted for consideration

Checklist for Variance and Special Use Applications

A proposed plat, stamped and signed by a professional land surveyor registered in the State of Rhode Island, showing the following information: (11 copies needed)

1. _____ A general location map showing the relationship of the parcel to the area within a half mile radius.
2. _____ Names and addresses of the property owner(s) and applicant.
3. _____ Date of plan preparation, with revision date(s).
4. _____ True north arrow, and graphic scale on an 18 inch by 24 inch sheet.
5. _____ Assessor's Map/Plat, Block, and Card/Lot numbers of the parcel for which the variance or special use permit is being requested.
6. _____ Dimensions and total area of the subject parcel and location and dimensions of the existing property lines, easements and rights of way within subject parcel, with a certification (stamp) of a registered land surveyor.
7. _____ Zoning district(s) of the parcel with zoning boundary lines shown if in more than one district.
8. _____ Location, width and names of existing public, private or paper streets within or immediately adjacent to the parcel.
9. _____ Names of abutting property owners and property owners with a 200' radius of subject parcel.
10. _____ Location and size of existing buildings or structures, driveways and signs within the subject parcel or immediately adjacent to subject parcel.
11. _____ Approximate location of wetlands and coastal features.
12. _____ Existing contours of the subject parcel.
13. _____ Explanatory note summarizing the purpose of the plan.
14. _____ If applicable, required parking spaces.

Supplementary information:

1. _____ If applicable, a notarized letter from the property owner(s) to the Zoning Board stating that the applicant has been given the specific authority to represent the owner in the matter before the board.

Existing Structure (continued...)

Type of Structure _____
Ground Floor Area _____ square feet
Number of Floors _____
Structure Height _____

Type of Structure _____
Ground Floor Area _____ square feet
Number of Floors _____
Structure Height _____

Current use of structure (s) on site:

Residence (), No. of Units _____
Commercial (), Type _____
Industrial (), Type _____
Other (), Specify _____

Accessory uses on Premises:

Parking: _____ sq. ft.
Spaces: _____
Loading: _____ sq. ft.
Bays: _____
Other (describe) _____

Ownership: Name of Owner: _____

Address of Owner: _____

Name of Lessee: _____

Address of Lessee: _____

Owner's Signature: _____

II. SPECIAL USE (Complete this section only if box #1 of the introduction is checked.)

1. Proposed use, action or activity for which SPECIAL USE is requested:

2. Article (s) and Section (s) of the Zoning Ordinance which authorize consideration of the SPECIAL USE described in #1 above:

IV. VARIANCE (Complete this section only if Box #2 of the introduction is checked.)

1. Proposed use, action or activity for which VARIANCE from the terms of the Zoning Ordinance is requested:

2. Regulation of standard in the Zoning Ordinance from which VARIANCE is requested:

3. Grounds for VARIANCE: The applicant is required to relate the request to the criteria

Governing the granting of a VARIANCE set forth in Article _____, Section _____, of the Zoning Ordinance: _____
