

PROCEDURE FOR FILING AN APPLICATION FOR A SPECIAL USE PERMIT OR VARIANCE

Applications for variance or special use permit shall be filed with the Office of Zoning and Planning.

The following materials MUST be submitted with your Zoning Application:

1. Completed application form,
2. Building Permit Application
3. Building Permit Denial letter from the Building Official.
4. Tax Assessor's Field Card (copy)
5. Three (3) original site plans that have been stamped and signed by a Professional Land Surveyor (P.L.S.) The site plan must include **ALL** existing structures on the property (dwelling, sheds, decks, etc.) and **ALL** proposed structures.
6. One (1) CD containing the full application in a digital format (PDF), or an email with the required information in PDF. Emails can be sent to Planning@northprovidenceri.gov
7. One (1) copy of the State of Rhode Island On-site Wastewater Treatment System (OWTS) design drawing approved by the Department of Environmental Management -- or -- Evidence of sewer connection.
8. One (1) copy of proof of water service connection.
9. **Three (3) full-sized copies of floor and elevation plans (when applicable).**
10. **Commercial/Industrial projects require four (4) full-sized copies.**
11. **Fourteen (14), 11"x17" copies of the site plan, floor plan and elevation plans.**
12. One (1) copy of the list of names and addresses of all property members within two hundred (200) feet of the boundaries of the subject property (abutters).
13. One (1) copy of the area map used to determine the abutter list.
14. Application fee of \$375.00 (checks made out to the Town of North Providence).

Proof of abutter notification must be submitted to the Office of Planning and Zoning prior to the scheduled Board meeting.

Received: _____

It is the responsibility of you the applicant to supply the required information and documents at the time the Zoning Application is submitted. Your application will not be added to the Agenda until all of the requested information has been received and reviewed.

Your architect, engineer or surveyor may be able to assist you in preparing the required 200' radius plan to insure that all the abutters are properly notified. You can obtain a plat map print out from the Tax Assessor's Office. The procedure for notifying your abutters is contained within this packet.

It is highly recommended that you set up a meeting with Planning Staff prior to submitting your application to review and discuss the proposal and any procedural requirements.

If you have any questions regarding this information required you may refer to The Zoning Ordinance found on the Town website or email the Town Planner, Brent Wiegand at Planning@northprovidenceri.gov

TOWN OF NORTH PROVIDENCE

APPLICATION FOR SPECIAL USE PERMIT OR
VARIANCE UNDER ZONING ORDINANCE

**USE BLACK PEN TO FILL OUT FORM
(OR TYPEWRITER)**

DATE: _____

The undersigned hereby applies to the Zoning and Platting Board of Review for a Special Use Permit _____ or a Variance _____ in the application of the provisions or regulations of the zoning ordinance affecting the following described premises in the manner and on the grounds hereinafter set forth:

Applicant _____ Address _____

Owner _____ Address _____

1. Location of Premises _____
(Street Number and Address)

2. Assessor's Plat _____ Lot # _____

3. Dimensions of Lot _____ Area _____
(Frontage) (Depth) (Square Feet)

4. Zoning District in which premises are located _____

5. How long have you owned the above premises? _____

6. Is there a building on the premises at present? _____

7. Give size of existing building _____
proposed building _____

8. State present use of premises _____

9. State proposed use of premises _____

10. Give extent of proposed alterations _____

11. Year lot platted _____

12. Number of families for which building is to be arranged _____

13. Have you applied for a Building Permit? _____

Has Permit been DENIED? _____ UNDER WHAT SECTION? _____

14. Have you started construction? _____

15. Provisions or Regulations of Zoning Ordinance or State Enabling Act under which application for Special Use Permit or Variance is made _____

16. State grounds for Special Use Permit _____ or Variance _____ in this case

17. Application fee _____ Property Owner's Signature: _____

Property Owners Name (printed) _____

Send correspondence to:

Name: _____

Email address: _____

Address: Street _____ **City** _____ **State** _____ **Zip Code** _____

Telephone: _____ **Cell Phone** _____

ABUTTERS LIST AND NOTIFICATION PROCEDURES

Abutter Notification Procedure:

The Zoning Board Advertisement is included with this letter and is the document you will use to notify property owners within the required notification radius. It indicates the date, time, nature and purpose of your petition. Mail a copy of this notice to all abutters described below via **U.S. Postal Service FIRST CLASS MAIL**. **This mailing is to be done NO LESS THAN (14) days prior to your Zoning Board meeting.** The Notarized Affidavit (attached), dated 14 days or more prior to the meeting, must be submitted to the Zoning Office in order to be heard.

Materials you will need for mailing:

- A. A copy of the area plat map of the subject property. **Applicants are required to delineate a 200' radius on the plat map around the subject property perimeter.**
- B. A list of the names and mailing addresses of *all owners of every parcel, portion of a parcel of land, or unit within two hundred feet (200') of the above-mentioned boundaries.*

**** These items (area map and list of abutters) are also required to be submitted to this office as part of the Application materials.**

Certification Submittal:

THE AFFIDAVIT OF MAILING MUST BE BROUGHT TO THE PLANNING AND ZONING OFFICE PRIOR TO THE SCHEDULED ZONING BOARD HEARING. THEY WILL BE RECEIVED AND PLACED IN YOUR FILE AS EVIDENCE THAT YOU HAVE CONTACTED ALL OF YOUR ABUTTERS IN COMPLIANCE WITH STATE LAW.

***WITHOUT AFFIDAVIT OF ABUTTER NOTIFICATION
BEFORE THE ZONING BOARD MEETING, YOUR
APPLICATION WILL NOT BE HEARD***

AFFIDAVIT OF MAILING

I, _____, on _____, 202__ On
behalf of the application submitted for _____
(Street Address)

mailed notices by first-class mail to all abutting property owners within the required
radius.

(Print Name)

(Signature)

STATE OF RHODE ISLAND
COUNTY OF _____

On this _____ day, of _____, 202__, before me, the undersigned notary public,
personally appeared _____, personally known to the notary to be the
person whose name is signed on the preceding or attached document, and acknowledged to
the notary to the notary that he/she signed it voluntarily for its stated purpose.

Notary Public: Commission
Expiration: