

## **TOWN OF NEW SHOREHAM ZONING BOARD OF REVIEW APPLICATION PROCEDURE**

1. Please answer all questions on the application and please print clearly. If a question is not applicable, mark the space with a N/A.
2. Fill in the Section(s) of the Ordinance from which you are requesting the Variance or Special Use Permit.
3. The Zoning Board of Review agenda closes ten business (10) days before the date of the meeting. Completed applications must be submitted to the Land Use Office by noon on the date the agenda closes. (If you have a question regarding this date, please call the Land Use Administrative Officer at 466-3205.)
4. All required materials must accompany your application. If you are applying for a Special Use Permit, two copies of the required materials must be submitted. This enables us to forward a copy of your application to the Planning Board for an advisory opinion.
5. Applications are scheduled in the order in which they are received.
6. You or your agent should expect to attend at least two meetings. The first meeting is to review your application and schedule a public hearing. During the review process, the Board may request additional information.
7. It is suggested that you make an appointment with the Land Use Administrative Officer, as appropriate, at least ten (10) business days before the Zoning Board agenda closes. An application is not considered complete unless the Land Use Administrative Officer has reviewed it. Jennifer Brady Brown, Land Use Administrative Officer, can be contacted at 466-3205 or 3216, Monday through Friday 9:00 a.m. – 1:00 p.m.
8. Please be prepared to pay an application fee at the time the application is submitted.
9. Abutters do not need to be notified until the public hearing is scheduled, but an abutters' list must be included when the application is submitted.
10. It is important to read Section 401 and Section 704 of the Zoning Ordinance if you applying for a Special Use Permit.

**INCOMPLETE APPLICATIONS CANNOT AND WILL NOT BE ACCEPTED**

Note: All references to Article, Section, and Subsection refer to the Zoning Ordinance of the Town of New Shoreham.

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

Fee: \_\_\_\_\_

**APPLICATION**  
**for VARIANCE or SPECIAL USE PERMIT**  
to the Zoning Board of Review, Town of New Shoreham

The undersigned hereby applies to the Zoning Board of Review for a

**Special Use Permit** under Section: \_\_\_\_\_

**Variance** from Article, Section, Subsection: \_\_\_\_\_

1. Applicant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

2. Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

3. If the applicant is not the owner, state the relationship to, or the interest in, the subject property.

\_\_\_\_\_

4. Description of Subject Property:

a. Street address \_\_\_\_\_

b. Assessor's Plat: \_\_\_\_\_ Lot: \_\_\_\_\_ Parcel: \_\_\_\_\_

c. Zoning District: \_\_\_\_\_

d. Overlay Districts: \_\_\_\_\_

e. Sewer District (Y/N): \_\_\_\_\_

f. Historic District (Y/N) \_\_\_\_\_

g. Lot Area: The total area within the boundaries of a lot, excluding any street right of way, usually reported in acres or square feet.

Lot area (sq.ft.): \_\_\_\_\_ (1 acre = 43,560 sq.ft.)

Excluded street right of way: \_\_\_\_\_

Developable land

h. Excluded area of lot: \_\_\_\_\_

- The land area occupied by wetlands and coastal features, including beaches, bluffs, dunes, ponds, wetlands, streams, and 50' perimeter wetland buffer)
- The area of a lot or a land parcel on which development may occur, including private lanes and roadway.

Developable Land Calculation:

Lot area (g.) \_\_\_\_\_

Excluded area (h.) (-) \_\_\_\_\_

Developable Land Area (=) \_\_\_\_\_

5. Is the property within 100' of any coastal feature? Y \_\_\_\_\_ N \_\_\_\_\_

Is the property within 100' of any fresh water wetland? Y \_\_\_\_\_ N \_\_\_\_\_

6. Identify all existing structures on the property:

<u>DESCRIPTION</u>	<u>USE</u>	<u>FOOTPRINT AREA</u> (sq.ft.)
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Identify all proposed structures or change:

<u>DESCRIPTION</u>	<u>USE</u>	<u>FOOTPRINT AREA</u> (sq.ft.)
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Lot Building Coverage Calculation

Existing and proposed gross footprint area \_\_\_\_\_

Divided by the lot area \_\_\_\_\_

Equals total lot building coverage \_\_\_\_\_

9. Maximum lot building coverage calculations. The percentage of the total lot area that will be covered by all structures and man made surfaces, as well as parking areas made with an impervious material (asphalt, concrete etc)

Principle Structure: \_\_\_\_\_% Lot building coverage

Accessory Structure: \_\_\_\_\_% lot building coverage

Total Maximum Lot Building Coverage: \_\_\_\_\_%

Total Maximum Lot Coverage: \_\_\_\_\_%

10. Building Standards (Reference Zoning Section 514 (c))

Longest wall plane: \_\_\_\_\_feet

Longest building plane: \_\_\_\_\_feet

Maximum building footprint (all structures) \_\_\_\_\_square feet

Total building volume \_\_\_\_\_cubic feet

11. Square feet of Floor Area, Living \_\_\_\_\_ Number of bedrooms \_\_\_\_ Number of bathrooms\_\_\_\_

Floor Area, Living: The total floor area, measured in square feet from the exterior limits thereof, of that portion of a residential building which is used for habitation purposes, but excluding garage space, unfinished basements and exterior spaces such as porches and decks.

12. Does this application require a Septic System Suitability determination? \_\_\_\_\_

13. Identify Existing and Required Spatial Standards and any relief being requested:

	EXISTING	EXISTING & PROPOSED	REQUIRED	RELIEF REQUESTED
Minimum Lot Area				
Min. Lot Frontage				
<b>Minimum Setbacks:</b>				
Front				
Left Side				
Right Side				
Rear				
Max Lot Build. Coverage				
Maximum Lot Coverage				
<b>Maximum Height:</b>				
Main Structure				
Accessory Structure				
Parking				

14. Checklist of submission requirements:

- a. \_\_\_\_\_ List of names and addresses of all owners of property within 200' of the subject property. List shall be referenced by assessor's plat and lot numbers for each owner. It is the applicant's responsibility to ascertain whether any of said properties have been transferred during the period of the most recent tax listing and the date of this application. It is the applicant's further responsibility to notify each of these owners by certified mail at least 15 days prior to the public hearing. Notice of the hearing shall also be sent, by first class mail, to the Director of the Rhode Island Local Planning Assistance Program, Office of Municipal Affairs.
- b. \_\_\_\_\_ Radius map of area in which the subject property is located, showing the following (Assessor's maps are acceptable):
  - 1) scale not less than 1" = 200'
  - 2) subject property outlined or shaded
  - 3) names of all streets and roads
  - 4) 200' radius delineated
- c. \_\_\_\_\_ Site Plan of subject property showing, at a minimum, the following:
  - 1) scale not less than 1" = 100'
  - 2) location of all existing structures and proposed structures, labeled, drawn to scale, and showing accurate distances to all streets (where applicable), lot lines, and other structures.
  - 3) names of all streets and roads
  - 4) all easements or rights of ways on the property
  - 5) dimensions and area of subject property
  - 6) additional site plan requirements as stated in Sections 706(B)(1), 703(C), and 704(C)
  - 7) a reduced version of the site plan (11" x 17")
- d. \_\_\_\_\_ If additional living space is being requested floor plans and elevations are required. The applicant needs to supply a full size version of the plan and a 11"x17" reduced version.
- e. \_\_\_\_\_ Photographs of elevations of existing structures.

15. Describe the proposed project. Attach additional pages if necessary:

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16. Explain why a Variance or Special Use Project is appropriate. Attach additional pages if necessary:

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17. \_\_\_\_\_ Check or money order, payable to the Town of New Shoreham, in the amount determined by the Clerk of the Zoning Board and listed on the following page. (Fees are set by the Town Council.)

Transcript fee agreement: In the event that I choose to appeal the decision of the Zoning Board of Review in this matter, I hereby agree to pay the cost of transcription of the record of the decision so appealed.

**The Board may desire to inspect the premises. Permission for site inspection given \_\_\_ refused \_\_\_\_\_.**

Respectfully submitted,

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

## **FEE SCHEDULE OF APPLICATIONS**

Any persons filing an application for a Special Use or Variance or filing an Appeal to the Zoning Board from the decision of the Building Official shall at the time of said filing pay to the Town of New Shoreham the following fee:

Single Family Residential and Accessory Uses:	\$200.00
Special Use Permit	\$300.00
Multi Family and Clusters:	\$350.00 for the first 3 units plus \$10.00 for each additional unit.
All other Commercial, Utilities, Communications, Professional, and Accessory Uses:	\$350.00

Appellants from the decision of the Building Official shall pay a fee of \$150.00 at the time of filing the appeal. Said fee shall be refunded if the decision of the Building Official is not ultimately sustained on appeal.

Appellants from the decision of the Historic District Commission shall pay a fee of \$150.00 at the time of filing the appeal. Said fee shall be refunded if the decision of the Historic District Commission is not ultimately sustained on appeal.

Appeal of any decision of the Planning Board under Subdivision Regulations will be \$300.00

Any persons filing an application for a Special Use Permit or Variance or filing appeal to the Board from a decision of the Building Official shall, at the time of said filing, execute a transcript fee agreement. Said transcript fee agreement shall provide that in the event any appeal is taken from the decision of the Board, the applicant shall pay the cost of the transcription of the hearing on the decision appealed.

## **AGENDA SCHEDULING POLICY**

1. Agenda is subject to change by the Chairman or by motion of any member of the Board.
2. Meetings will adjourn no later than 10:30 p.m., unless specified otherwise by the Chairman or by motion of any Board member.
3. Applications will be scheduled in the order they were completed and filed.
4. Public Hearings will be scheduled in the order in which they were accepted, with the following stipulations:
  - a) Applications requiring review by the Planning Board, Conservation Commission, or other Town Board prior to public hearing by the Zoning Board, will be scheduled for hearing no less than two months from the acceptance of the application.
  - b) Appeals of outstanding Notices of Violation may be given priority placement on the agenda.
5. Items continued by the applicant will be placed at the end of the next available agenda. Adverse weather conditions will be accepted as a mitigating circumstance.
6. Items scheduled for decision only shall be placed at the end of the agenda.
7. The agenda will close at 12:00 noon ten (10) business days prior to each meeting.