

6. Use of Premises: Present _____ # of families _____
Proposed _____ # of families _____

7. If dimensional relief is sought, state number of feet from yard line you are requesting (where applicable) otherwise explain relief sought.

Front yard _____ ft. Side yard left _____ ft. Side yard right _____ ft
Rear yard _____ ft. Corner side yard _____ ft. Height _____ ft.

8. State from which provisions of the Zoning Ordinance relief is sought.

(a) Special Use Permit	Section 907 A (2) <u>and</u> Section _____
	Use Code _____
Use Variance	Section 907 A (1) <u>and</u> Section _____
Dimensional Variance	Section 907 A (1) <u>and</u> Section _____
Dimensional Modification	Section 905 <u>and</u> Section _____
Time Extension	Section 910 B
Other _____	

9. Describe extent of proposed alterations. State reasons why you are requesting relief.

(use additional page if necessary) _____

10. Zoning Board of Review Rules of Procedure Item K: “Reports from expert witnesses should be submitted with the application or ten (10) days prior to the hearing to give the Zoning Board sufficient review time. If a report is submitted at the time of the hearing, the Chairman may rule on whether the Zoning Board will continue to another meeting to give the Zoning Board time to review the report”.

The undersigned declares that the information given herein is a true statement to the best of his or her knowledge and belief.

Respectfully submitted,
Signatures

Applicant _____ Telephone # _____

Land Owner _____ Telephone # _____
(if different from Applicant, signature must be provided)

Attorney / other _____ Telephone # _____

FILING INSTRUCTIONS

- A. Where Development Plan Review or an advisory opinion from the Planning Board, Conservation Commission or other municipal board is also required, the applicant shall first obtain this approval and attach a copy of the board or commission's determination to this application or the application will not be complete and it cannot be accepted.
- B. A filing fee, as determined by the Town Council and set forth in the Town's fee schedule - Residential \$175, Commercial \$250, Multi-Family 3 – 1,000 units \$300 1st unit + \$10 for each additional unit.
- C. A radius map showing the Tax Assessor's plat numbers and the lot numbers within two hundred feet (200') of the property under appeal within the Town of South Kingstown or an adjacent Town. (Radius map to be filed with the original application.)
- D. Using the radius map, compile from the South Kingstown Tax Assessor's records and if the 200' radius goes into an adjacent Town the Tax Assessor's records from the adjacent Town, a list of all property owners, their mailing address and the Tax Assessor's Plat and Lot number shown on the radius map. (List of property owners and addresses to be filed with the original application.) ***Do not use Vision Appraisal's or G.I.S. databases for this, as it may not be up-to-date and the mailing address may be different from the property address.***
- E. The original application and nine (9) copies, either typed or legibly printed in accordance with Article 9 of the South Kingstown Zoning Ordinance.
- F. Original and nine (9) copies of a site plan to scale showing:
1. Name and address of property owner(s)
 2. Date, north arrow, scale, lot dimensions and areas
 3. Road(s) indicated and/or landmarks
 4. Existing and proposed structures, and their distances from lot lines
 5. Existing and proposed parking areas, driveways and walkways
 6. Existing and proposed landscaping, as it relates to the request (e.g. buffering)
 7. Existing and proposed wells and septic system
 8. Approximate location of wetlands and coastal features
 9. Other site conditions or features (e.g. cemeteries, stonewalls)
- The Zoning Enforcement Office may require additional information and drawings signed and stamped by a licensed land surveyor or landscape architect.
- G. Floor plans of proposed structure/addition with dimensions on 8 ½ x 11 size paper.
- H. An application to locate a septic system closer to a wetland under Section 504.1 will require an approved septic system plan from I.S.D.S. Section of RI DEM and a recommendation from the South Kingstown Conservation Commission.

- I. Additional documentation that may be required.
 - 1. Soil erosion plan and storm water plan with calculations in conformity with standards of USDA Soil Conservation Service and RI Erosion and Sediment Handbook.
 - 2. Traffic study addressing the potential impacts of the proposed activity/use(s).
- J. Any other information you wish to submit in support of your application.

The staff of the Building Official's and Tax Assessor's office are available for assistance and information. They will be happy to answer questions and to show you where to get the needed information on how to properly proceed. The staff cannot give you advice on the merits of the application nor can they render legal opinions.

The applicant or his or her representative must appear at the hearing to state their case before the Zoning Board of Review. If the owner/applicant is not present at the hearing, a notarized designation of authority from the owner/applicant must be provided to the Board by the person(s) presenting the case. All hearings are held at the Town Hall, 180 High Street, Wakefield, Rhode Island and said hearings begin at 7:00 p.m.

(See Examples on the Following Pages)