



# TOWN OF EAST GREENWICH

## ZONING APPLICATION REQUIREMENTS

### Planning Department

125 Main Street  
P.O. Box 111  
East Greenwich, RI 02818

(401) 886-8645

Fax (401) 886-8625

[www.eastgreenwichri.com/planning.htm](http://www.eastgreenwichri.com/planning.htm)

REQUIRED MATERIALS FOR A COMPLETE APPLICATION

**DEADLINE:** All applications must be submitted to and accepted by the Planning Department (in accordance with these instructions) on or before the 15th of the month preceding the month that the application will be heard. If the 15th falls on a day when the office is closed, the deadline is the end of the next regular business day. There are no exceptions to the deadline.

**WHERE:** All applications must be submitted to the Planning Department by appointment only.

**SUBMISSION:** Applicants must schedule an appointment with the Planning Department to review the original application to insure that it is complete.

**APPLICATION:** All questions should be answered accurately and completely and the petition must be signed. Authorization from the property owner is required if the applicant does not own the property.

**RADIUS MAP:** For dimensional variance applications the applicant shall provide a map depicting all properties within a 200 foot radius of the subject parcel. For applications seeking a use variance or special use permit, a map depicting all properties and uses thereof within 500 feet of the subject property shall be submitted with the application package.

**SITE PLAN:** Show the building(s) location and any other details necessary to demonstrate both existing and proposed conditions as well as the requested zoning relief.

**PLAT MAP:** Showing lot and street lines and approximate location of structures on parcels immediately adjacent to the subject site.

**ABUTTER'S LIST:** A list of the most current property owners within the 200-foot radius must be prepared. Four copies of the list of property owners, their mailing addresses and their plat and lot numbers must be submitted as follows: two copies in alphabetical order and two copies in numerical order by plat and lot.

**FORMAT:** All materials (including plans) must be submitted in an 8 1/2" x 11" format. Rolled or oversized work will not be accepted as part of the application. The required material must be collated and attached in individual packets. The application must be properly submitted in order to be processed.

**FEES:** The cost of filing an application is as follows:

- Single Family and Duplex Residential Applications  
Including in-law apartments and residential accessories **\$150**
- Multi Family Residential and Commercial and Industrial Applications **\$350**  
Signs **\$250**
- Appeals:
  - Single Family and Duplex Residential **\$200**
  - Multi Family Residential and Commercial and Industrial **\$500**

Applicants are also responsible for the costs of advertising, abutter notification and stenographic services. Payment of fees is required at the time of filing. **All fees must be paid in full before the Zoning Board Decision is filed in the Town Clerk's Office.**

**OTHER BOARDS AND COMMISSIONS:** Upon submission of the application the Planning Department will notify the applicant of the times and dates of any other meetings that the applicant will be required to attend. The applicant must have representation at all meetings.

Please direct any questions regarding the application or submission process to the Planning Department at 886-8645.

(Note: Please refer to Section 8 of the Zoning Ordinance for Standards of Review)



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APPLICANT INFORMATION

**Property Owner** \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ E-Mail \_\_\_\_\_

**Applicant** \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ E-Mail \_\_\_\_\_

**ZBR Approvals Required:** Special Use Permit \_\_\_\_\_ Dimensional Variance(s) \_\_\_\_\_ Use Variance \_\_\_\_\_

**Application Date:** \_\_\_\_\_

**Application Fee:** \_\_\_\_\_ **Paid:** Yes No

PROPERTY INFORMATION

Assessor's Plat(s): \_\_\_\_\_ Lot(s) \_\_\_\_\_

Street Address \_\_\_\_\_

Current Zoning District(s): \_\_\_\_\_

How long have you owned or rented the above property? \_\_\_\_\_

Is there a building on the property at present? \_\_\_\_\_

Dimensions of existing building: \_\_\_\_\_

Existing use of the property: \_\_\_\_\_

Proposed use of the property in Detail: \_\_\_\_\_

Describe proposed request: \_\_\_\_\_

Number of Families Before/After Alteration: \_\_\_\_\_ Before \_\_\_\_\_ After

**IF A BUILDING PERMIT IS REQUIRED**

Have you submitted plans for the above building to the Building Official?

If Yes, Give Date: \_\_\_\_\_

If No, Explain: \_\_\_\_\_

If Refused, Give Reason: \_\_\_\_\_

List all provisions or regulations of the East Greenwich Zoning Ordinance (or State Enabling Act) from which you are seeking relief by Section, Subsection and Title: \_\_\_\_\_

State ground(s) for Special Use Permit, Use Variance or Dimensional Variance by each Section and Title referred to above. \_\_\_\_\_

CERTIFICATION

**Attest: The information provided on this application is true and accurate:**

*Applicant's Signature* \_\_\_\_\_ Date: \_\_\_\_\_

*Owner's Signature* \_\_\_\_\_ Date: \_\_\_\_\_

## East Greenwich Planning Department Zoning Application Checklist

In an effort to insure that applicants submit complete applications, the Planning Department has compiled a checklist of submission materials. Each applicant should contact the Planning Staff at 886-8645 to determine the relevance of each item listed. Twelve (12) copies of the application and all relevant attachments are required to be collated and submitted to the Planning Department by the deadline date. If an application must also be reviewed by the Planning Board for their advisory opinion, twenty (20) complete copies shall be required. We *strongly* recommend that each applicant allow the Planning Staff to review their application in advance of the deadline date so that any deficiencies or omissions may be corrected prior to submission. Information must be submitted in an 8.5" X 11" format (either folded or reduced to this size) and all applications must be typed.

### Required Submission Materials:

- Application
- Survey or Accurate Site Plan
- Alphabetical Abutters List
- Numerical Abutters List
- Plat Map Showing 200 foot radius for Dimensional Variance Applications
- Plat Map Showing 500 foot radius for Use Variance and Special Use Permit Applications

### Additional Attachments, Required to be Submitted as Necessary:

- Landscape Plan
- Lighting Plan
- Permission Letter from Property Owner, if other than the applicant
- Elevations
- Other \_\_\_\_\_

### Commercial Applications May Also Require:

- Parking and Circulation Plan
- Drainage Plan
- Sign Plan
- Traffic Study

NOTE: Photographs of the subject site are always recommended!