

**PROCEDURE FOR FILING AN APPEAL
SUBDIVISION AND LAND DEVELOPMENT REGULATIONS**

1. Write a letter to the Zoning and Platting Board of Review stating your reason for the appeal citing the specific sections of the zoning ordinance, and include assessor's plat, lot number, and street address of the subject property.
2. Prepare a list of all property owners within 500' feet of the boundary of the subject property (instructions attached).
3. Submit your letter of appeal or application form to the Clerk of the Board, along with your check for the filing fee of \$100.00 made out to the Town of Narragansett.

Also, submit a copy of the area map used to determine your list of abutters along with said list, and the procedural questionnaire.

4. The staff of the Department of Community Development will review your application and documents. If your file is incomplete, you will be contacted for additional information and/or required documentation.
5. When your file is accepted, you will be notified in writing of your public hearing date.

If you have any questions, please feel free to contact the Clerk of the Board at (401) 782-0633.