

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

Applications for variance or special use permit shall be filed with the Zoning Enforcement Agency per section 11.1 and 12.1 entitled “Variances” and “Special Use Permits” respectively.

The following materials MUST be submitted with your Zoning Application:

- Completed application form, procedural questionnaire and Short Environmental Assessment Form
- Letter of denial from the Building Official
- Building Permit Application (pick up from the Office of the Building Official)
- Building Permit Review Form (pick up from the Office of the Building Official)
- Tax Assessor’s Field Card (copy)
- Three (3) copies of a residential site plan that has been stamped and signed by a R.L.S. or P.E. The site plan must include **ALL** existing structures on the property (dwelling, sheds, decks, etc.) and **ALL** proposed structures (Commercial/Industrial projects require four (4) copies).
- One (1) 11” x 17” copy (to scale) of a site plan that has been stamped and signed by the appropriate professional.
- One (1) CD containing the site plan in a digital format such as **AutoCad**.
- One (1) copy of the State of Rhode Island Individual Sewage Disposal System (ISDS) design drawing approved by the Department of Environmental Management -- or -- One (1) copy of the sewer assessment or evidence of payment of sewer lot development fee.
- Three (3) copies of residential architectural plans (when applicable) to determine the height of the dwelling and the first floor elevation if it is located within a flood zone (Commercial/Industrial projects require four (4) copies).
- 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).
- One (1) copy of the area map used to determine the abutter list.
- Supplementary drainage required by the Engineering Department, if applicable.
- Application fee (checks made out to the Town of Narragansett). The fee schedule is contained in this packet.
- **Proof of abutter notification must be submitted to the Community Development Office prior to the scheduled Zoning 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 Zoning Board Agenda until all of the requested information has been received.

It is recommended that your architect, engineer or surveyor prepare the required 200’ radius plan to insure that all the abutters are properly notified once the properties within the radius have been identified. You can obtain a plat map print out from the Tax Assessor’s Office. It is recommended that you have legal counsel prepare your application to insure that all information is correct and the appropriate relief has been request. The procedure for notifying your abutters is contained within this packet.

If you have any questions regarding this information required for a complete site plan you may refer to Section 18 of the Narragansett Zoning Ordinance or call John Hansen at (401) 782-0631.

ABUTTERS LIST AND NOTIFICATION PROCEEDURE

From the Town Clerk's office, get a photocopy of the area plat map showing all lots within two hundred (200') feet of your property. This is the area map that you will submit in your package of application materials.

From the Tax Assessor's office, get the names and mailing addresses of owner's of every parcel or portion of a parcel of land within two hundred (200') feet of the boundaries of your lot. The clerk in this office will help you to determine those lot owners who must be notified.

A notice of the date and time, nature and purpose of your petition will be sent to you prior to your Planning Board meeting. Mail a copy of this notice of hearing to all abutters described above via certified mail, return receipt requested prior to your Zoning Board meeting. The certified mail receipts are to be brought to the Community Development office prior to the Zoning Board meeting. The return cards (addressed to the applicant or the attorney representing the applicant) are to be brought to the Community Development office or the Zoning Board meeting and given to the clerk.

Breakwater Village Applicants:

Public hearing notice requirement Within the Breakwater Village special district the following notice requirements for a public hearing on an application for a variance or special use permit shall govern in place of the notice requirements regarding property owners as contained within section 11.2(2) of this ordinance:

- All property owners of record of land within 200 feet of Plat M, Lot 167-1 shall be notified by certified mail at least two weeks prior to the hearing.
- Within Plat M, Lot 167-1, all unit owners within 200 feet of the individual unit which is the subject of the application shall be notified by regular mail which shall be posted at least two weeks prior to the public hearing.
- Supplemental notice shall be posted in the common area of the Breakwater Village Condominium Association bulletin board at least two weeks prior to the public hearing and may also appear in the Breakwater Village Association newsletter.

The certified mail receipts must be received prior to the scheduled Zoning Board meeting, and will be placed in your file as evidence that you have contacted all abutters. Without proof of abutter notification the application will not be heard.

NARRAGANSETT ZONING BOARD PROCEDURAL QUESTIONNAIRE

- 1) State whether you will be represented by legal counsel; give name and address of legal counsel.

- 2) State the names and addresses of all expert witnesses, giving the nature of their expertise, whom you expect to call at the public hearing.

- 3) Give the names of all other witnesses whom you expect to call to give testimony at the public hearing.

- 4) Describe any documentary evidence you intend to introduce at the time of the public hearing.

If you are not represented by legal counsel and you do not intend to be present at the meetings a notarized letter authorizing your representative to present the application must be submitted.

TOWN OF NARRAGANSETT

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

- a. Provide names and addresses of all property owners within 200 feet.
- b. Individual Sewage Disposal System (ISDS) design drawing OR a
- c. Copy of sewer assessment or payment of sewer lot development fee.
- d. Attach three (3) complete sets of residential architectural plans, drawn to scale, showing all dimensional requirements as per Section 6.4 of the Narragansett Zoning Ordinance (four (4) copies required for Commercial/Industrial projects).
- e. Attach three (3) Engineer's drawing or equivalent site plan showing exact Variance or Special Use Permit asked for showing measurements to all lot lines and elevations (four (4) copies required for Commercial/Industrial projects).
- f. Application fee _____

Applicant Signature: _____

Send correspondence to:

Name: _____

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

Telephone: _____ **Cell Phone** _____

SECTION IV
TOWN OF NARRAGANSETT
SHORT ENVIRONMENTAL ASSESSMENT

INSTRUCTIONS

- a) In order to answer the questions in this short EAF it is assumed that the preparer will use currently available information concerning the project and the likely impacts of the action. It is not expected that additional studies, research or other investigations will be undertaken for this Short Environmental Assessment.
- b) If any questions have been answered **YES** – the project may be significant and may require a full EIS.
- c) If all questions have been answered **NO** – it is likely that this project is **not** significant.
- d) **ENVIRONMENTAL ASSESSMENT**
1. Will project result in a large physical change to the project site? Will project alter more than 5 acres of land or involve the creation of six (6) lots?
 YES NO
 2. Will there be a major change to any unique or unusual land form found on the site?
 YES NO
 3. Will project alter or have a large effect on an existing body of water?
 YES NO
 4. Will project have a potentially large impact on groundwater quality?
 YES NO
 5. Will project significantly affect drainage flow on adjacent sites?
 YES NO
 6. Will project affect any threatened or endangered plant or animal species?
 YES NO
 7. Will project result in a major adverse effect on air quality?
 YES NO
 8. Will project have a major effect on visual character of the community or scenic views or vistas known to be important to the community?
 YES NO

9. Will project adversely impact any site or structure of historic, pre-historic, or paleontological importance or any site designated as a critical environmental area by any government agency?
 YES NO
10. Will project have a major effect on existing or future recreational opportunities?
 YES NO
11. Will project result in major traffic problems or cause a major effect to existing transportation systems?
 YES NO
12. Will project regularly cause objectionable odors, noise, glare, vibration, or electrical disturbance as a result of the project's operation?
 YES NO
13. Will project have any adverse impact on public health or safety?
 YES NO
14. Will project affect the existing community by directly causing a growth in permanent population of more than 5 percent over a one-year period or have a major negative effect on the character of the community or neighborhood?
 YES NO
15. Is there a need for a public hearing concerning the project?
 YES NO
16. Is this project being funded in whole or in part with Federal or State Funds?
 YES NO
17. Does proposed operation include use, storage, transfer, or disposal of hazardous or potentially hazardous toxic, non-toxic, flammable or explosive materials?
 YES NO
18. Has project area ever been identified as a burial site for chemicals, or hazardous materials?
 YES NO
19. Will project consist of demolition of existing structures to accommodate the project?
 YES NO
20. If demolition is indicated, does the structure contain asbestos?
 YES NO

PREPARER'S SIGNATURE: _____ TITLE: _____

DATE: _____

**TOWN OF NARRAGANSETT
CHAPTER CCCXCVIII (398)**

An ordinance fixing fees to be charged by the Zoning and Platting Board of Review to applicants filing petitions for Variances or Special Use Permits or Appeals or Subdivisions.

It is ordained by the Town Council of the Town of Narragansett as follows:

SECTION I. The following schedule of fees shall be charged by the Zoning and Platting Board of Review to all applicants for variances, special use permits, or appeals filed with the Zoning and Platting Board of Review to the Town of Narragansett, viz:

• Residence uses in all Zoning Districts.....	\$ 75.00
• Limited Business.....	\$100.00
Home use, i.e., Beauty Parlor, Pattern Making, Light Jewelry, Kennel, Nursery School in Residence.	
• Other Limited Business Uses.....	\$200.00
i.e., Professional Building, Catering, Dental Lab, etc.	
General Business) \$200.00 plus
) .10 cents for each
Heavy Commercial).....square foot floor
) space used not to
Waterfront Business) exceed \$1,500.00*
Automotive)
*If land area only is to be used, .10 cents per square foot	
land area not to exceed.....	\$1,500.00
Duplex Dwellings.....	\$200.00 each
	plus \$50.00 for each
	additional duplex
Apartments, Condominiums, Clusters	
3 to 100 Units.....	\$300.00 plus \$5.00
	for each additional
101 to 200 Units.....	\$790.00 plus \$10.00
	for each additional
201 Units and over.....	\$1,790.00
Building Code Variance.....	\$100.00

Appellants from decisions of the Building Official shall pay a fee of \$100.00 at the time of filing the appeal. Said fee shall be refunded if the decision of the Building Official is ultimately sustained on appeal.

Pre-Application	\$ 00
Preliminary Plat (Minor Development / Subdivision)	\$200 + \$20 per unit
Master Plan.....	\$200 + \$20 per unit
Preliminary Plat (Major Development / Subdivision).....	\$200 + \$20 per unit
Final Plat.....	\$200 + \$20 per unit