

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

RIGL §45-24-41 & RIGL §45-24-42

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. That process initiates with filing for a building permit (in most cases) and receiving a denial by the Building Official.

To initiate a filing for a Variance and/or Special Use Permit **the following materials MUST be submitted with your Zoning Application:**

- Completed application form, procedural questionnaire, and Short Environmental Assessment Form
- Municipal Lien Certificate (MLC) OR MLC Application and Application Fee
- Letter of denial from the Building Official
- Building Permit Review Form (pick up from the Office of the Building Official)
- Tax Assessor’s Field Card (copy)
- Three (3) original site plans that have been stamped and signed by a Professional Land Surveyor (P.L.S.)

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) originals.

- All materials should be posted to E-permitting or emailed to rdipanni@narragansettri.gov & hpetrone@narragansettri.gov
- One (1) copy of the State of Rhode Island On-site Wastewater Treatment System (OWTS) 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.
- On-site Wastewater Treatment System (OWTS) proof of maintenance.
- **Full-sized copies of residential floor and elevation plans (when applicable).**
- **Twelve (12) 11 x 17 sized copies of the Site Plan, and any elevation and floor plans that have been stamped and signed by professional PLS.**
- One (1) copy of the list of names and addresses of all property owners 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.
- 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 the requested information has been received and reviewed.

Your architect, engineer or surveyor may be able to assist you in preparing the required 200’ radius plan to ensure that all the abutters are properly notified. You can obtain a plat map print out from the Tax Assessor’s Office. The procedure for notifying your abutters is contained within this packet.

It is highly recommended that you set up a meeting with Planning Staff prior to submitting your application to review and discuss the proposal and any procedural requirements. If you have any questions regarding this information required, you may refer to Section 18 of the Narragansett Zoning Ordinance or call Community Development Staff at (401) 782-0632.

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 _____ Email _____

Owner _____ Address _____ Email _____

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 dwelling units for which building is to be arranged (if residential) _____

13. Have you applied for a Building Permit? _____

Has Permit been DENIED? _____ UNDER WHAT SECTION? _____

14. Has site alteration or construction started? _____

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

17. Application fee _____

***Effective August 17, 2023, all applications for a Special Use Permit(s) and/or a Variance(s) shall have 12 months from the filing of the original application to perfect any defects with the submittal. Should the applicant not perfect the application, or file for a withdrawal, the application will be deemed incomplete and will be removed from docketing. Notification will be sent to the applicant indicating the application has been closed and that no application will be accepted for the same project within one year of the closing. The application fee will not be returned.

Property Owner's Signature: _____

Property Owners Name (printed): _____

Official Contact Person:

Name: _____

Email address: _____

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

Telephone: _____ **Cell Phone** _____

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.

SECTION IV

TOWN OF NARRAGANSETT

SHORT ENVIRONMENTAL ASSESSMENT

Required in Section 18.2c

INSTRUCTIONS

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.

If any questions have been answered **YES** – the project may be significant and may require a full EIS.

If all questions have been answered **NO** – it is likely that this project is **not** significant.

Is there a need for a public hearing concerning the project?

_____ YES _____ NO

a) 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 landform 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 because 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 this project being funded in whole or in part with Federal or State Funds?
 YES NO
16. Does proposed operation include use, storage, transfer, or disposal of hazardous or potentially hazardous toxic, non-toxic, flammable, or explosive materials?
 YES NO
17. Has project area ever been identified as a burial site for chemicals, or hazardous materials?
 YES NO
18. Will project consist of demolition of existing structures to accommodate the project?
 YES NO
19. If demolition is indicated, does the structure contain asbestos?
 YES NO

PREPARER'S SIGNATURE: _____ TITLE: _____

DATE: _____

ABUTTERS LIST AND NOTIFICATION PROCEDURES

Abutter Notification Procedure:

The Zoning Board Advertisement is included with this letter and is the document you will use to notify property owners within the required notification radius. It indicates the date, time, nature, and purpose of your petition. Mail a copy of this notice to all abutters described below via **first-class mail**. This mailing is to be postmarked **NO LESS THAN (14) days** prior to your Zoning Board meeting.

******If the subject property is located within the Bonnet Shores Fire District (BSFD), the applicant MUST include the BSFD Office in the notification of abutters******
Contact information for the BSFD may be located at <http://www.bonnetshores.org/>

Materials you will need for mailing:

- A. A copy of the area plat map of the subject property. **Applicants are required to delineate a 200' radius on the plat map around the subject property perimeter.**
- B. A list of the names and mailing addresses of *all owners of every parcel, portion of a parcel of land, or unit within two hundred feet (200') of the above-mentioned boundaries.*

* The Town Clerk's office (located on the first floor of Narragansett Town Hall), can provide the base map for you, or, you can use the Towns GIS webpage located at <https://narragansettri.mapgeo.io> The list of owners' names and addresses shall be generated by the applicant and all property owner addresses will need to be verified through the Town's tax assessor database.

**** These items (area map and list of abutters) are also required to be submitted to this office as part of the Application materials.**

Certification Submittal:

THE SIGNED AFFIDAVIT, ATTESTING TO THE ACCURACY OF THE ABUTTER LIST AND THE MAILING DATE, MUST BE RECEIVED BY THIS OFFICE PRIOR TO THE SCHEDULED ZONING BOARD HEARING.

WITHOUT PROOF OF ABUTTER NOTIFICATION, YOUR APPLICATION WILL NOT BE HEARD

**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	\$0
Preliminary Plat (Minor Development / Subdivision)	\$400 + \$40 per unit
Master Plan.....	\$400 + \$40 per unit
Preliminary Plat (Major Development / Subdivision).....	\$400 + \$40 per unit
Final Plat.....	\$200 + \$40 per unit

Request for Certificate
Under 44-7-11 of the
General Laws of Rhode Island 1956

Name of Taxpayer: _____

Property Address: _____

Assessor's Plat: _____ Lot: _____ Account #: _____

Fee for Municipal Lien Certificate is \$25.00 per lot. Multiple lots may be included in one request. Please include \$.69 per lot for postage or a self-addressed, stamped envelope for each lot. Any requests without postage can be picked up during normal business hours.

Return to: _____