

Procedure for Filing an Appeal of a Decision of the Building & Zoning Official

1. Submit correspondence to the Chairman of the Zoning Board stating your reason for the appeal, citing the Notice of Violation. The assessor's plat and lot number, as well as the subject property address, must also be included in the correspondence.
2. Prepare a map and list of all abutters within 200' of the boundary of the subject property.

The map to determine the abutters of the subject property can be generated at:

<https://narragansettri.mapgeo.io>

The property owners mailing address for each abutter needs to be verified through the Town's tax assessor database located at:

<https://data.nereval.com/SearchInfo.aspx?town=Narragansett>

3. Submit the correspondence noted in #1, the materials noted in #2, and a \$100 check/cash for the filing fee to the Clerk of the Zoning Board.
4. Include any other items which the applicant may consider relevant to the appeal.
5. A document outlining the procedures for notifying your abutters of the appeal hearing will be sent to you when your appeal has been docketed for the Zoning Board.

Checks are made out to: Town of Narragansett