

**PROCEDURE FOR FILING AN APPEAL
OF THE DECISION OF THE BUILDING OFFICIAL**

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 200' feet of the boundary of the subject property.
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.