

TOWN OF JAMESTOWN

DEADLINE: _____

MEETING: _____

Responsibilities of the applicant in filing for a zoning variance, special exception and building code appeal.

1. Applicant has met with Building Official and been denied a permit.
2. Application completely filled in. (URGE YOU CHECK THIS WITH BUILDING OFFICIAL TO BE SURE YOU ARE REFERRING TO THE CORRECT ARTICLE & SECTION OF THE ZONING ORDINANCE FROM WHICH YOU ARE SEEKING RELIEF. NUMBER 14 of THE APPLICATION SHOULD BE REVIEWED BY THE BUILDING OFFICIAL.
3. A site plan must be submitted with all applications.* The site plan should:
 - be drawn to scale.
 - show all existing and/or proposed building footprints.
 - show all existing and/or proposed setbacks.
 - show all required setbacks.
 - show the locations of existing and/or proposed wells and septic systems on the parcel.
 - show the location of any coastal or freshwater wetlands on the parcel.
 - if a setback variance is requested, the submitted site plan must be reliably accurate. A survey is preferred. A meets and bounds description may be submitted to verify lot dimensions, however, the applicant-must be able to demonstrate that footprints are accurately represented. For setback variance requests, it is extremely useful-if footprints and setbacks of surrounding properties are also presented.

* The site plan may be waived for applications which deal exclusively with signs.

For applications which involve structures, building plans must also be submitted. Plans should:

- be drawn to scale.
- show all existing or proposed layouts which will be affected by the application.

show all existing or proposed elevations which will be affected by the application.

For all applications, the petitioner is urged to provide as accurate and complete an application package as possible. All site and building plans submitted should be easily readable and contain enough visual information to provide the Zoning Board of Review with a complete understanding of the property and the intent of the application. In all cases, the Board reserves the right to request additional information from the applicant.

All plans are required to be submitted at the time the application is presented to the clerk.

All submitted materials become a part of the permanent public record.

4. A complete list of abutters with mailing address must be submitted. This list must note plat, lot and all names EXACTLY as they appear in the Tax Records as owners of the recorded lots. This list is to be neat and either typed or legibly printed. The zoning office will give assistance, but the responsibility is the applicants for content and accuracy.

a. In RR-200, RR-80, R40, CW, and OS districts a list of the owners of property within 300 feet of the property in question shall be determined from public record and submitted by the applicant.

b. In all other zoning districts a list of the owners of property within 200 feet of the property in question shall be determined from public record and submitted by the applicant.

5. Original Application and 11 copies of all submitted material (except the abutter list - we only need the original) and the application fee, advertising costs, and certified mailing costs, and recording fee must be submitted by 11:00. The zoning office will give current deadline-date and fees.

6. Applicant or a representative must be at the hearing or the Zoning Board will not hear the application.

7. Any withdrawal or refund is governed by the Zoning Board of Review.

8. Upon receipt of application and list, if any inaccuracies are found it will be returned for correction and if not back in time for the advertising deadline it will be heard on the next available date.

9. Building Code Appeals are treated the same as a variance with the following exception - the abutter list is not always necessary.

10. All applicants shall prepare a form of notice to be sent to the Jamestown Press for advertisement and be sent to the property owners entitled to notice of the hearing. Any errors in the notice shall be the responsibility of the applicant.

11. EXPIRATION OF VARIANCES: A variance from the provisions of this ordinance shall expire one year from the date of granting by the Zoning Board unless the applicant exercises the permission granted or receives a building permit so to do and commences construction, and diligently pursues the construction until completed.

12. The applicant, prior to receiving a building permit, shall provide the building official with evidence that the decision letter have been recorded in the land evidence records in the Town of Jamestown.

TOWN OF JAMESTOWN
ZONING BOARD OF REVIEW

Application for Exception or Variation under the Zoning Ordinance

Zoning Board of Review;

Jamestown, R. I.

Date _____

Gentlemen:

The undersigned hereby applies to the Zoning Board of Review for an exception or a variation 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 _____

Lessee _____ Address _____

1. Location of premises: No. _____ Street _____

2. Assessor's Plat _____ Lot _____

3. Dimensions of lot: frontage _____ ft. depth _____ ft. Area _____ sq. ft.

4. Zoning Districts in which premises are located: Use _____ Area _____ Height _____

5. How long have you owned above premises? _____

6. Is there a building on the premises at present? _____

7. Size of existing building _____

Size of proposed building or alteration _____

8. Distance of proposed bldg. or alteration from lot lines:

front _____ rear _____ left side _____ right side _____

9. Present use of premises: _____

10. Proposed use of premises: _____

Location of septic tank & well on lot _____

11. Give extent of proposed alterations _____

12. Number of families for which building is to be arranged: _____

13. Have you submitted plans for above to Inspector of Buildings? _____

Has the Inspector of Buildings refused a permit? _____

14. Provision or regulation of Zoning Ordinance or State Enabling Act under which application for exception or variance is made:

15. State the grounds for exception or variation in this case:

Respectfully Submitted,

Signature _____

Address _____

Telephone No. _____

NOTE: A LOCATION PLAN AND SKETCH AND DRAWINGS NECESSARY TO GIVE FULL INFORMATION MUST BE FILED WITH THE APPLICATION.

SAMPLE ZONING ADVERTISEMENT
MUST BE FILLED OUT BY THE APPLICANT

Application of _____ whose

property is located at _____, and further

identified as Tax Assessor's Plat _____, Lot _____ for a Variance/Special Use Permit

from Article _____, Section _____, _____

to _____

Said property is located in a _____ zone and contains _____ acres/square feet.

.....

HOW TO WRITE YOUR AD:

Name of owner must be advertised exactly as it appears on the most recent deed for the property. If the applicant's name differs from the owner, the ad must read: "Application of John R. Smith et ux Mary, (Jane L. Doe, owner), whose property...etc." The exact street address must be included in the advertisement, as well as the Tax Assessor's Plat and Lot numbers. Cross out "Variance" or "Special Use Permit" if one does not apply to what you are seeking. List the exact Article(s) and Section(s) numbers from the Zoning Ordinance from which you are seeking relief, followed by the title of the section as it appears in the Ordinance. Then briefly describe what you wish to do: "to construct a tool shed five feet from the side lot line instead of the required ten feet". List what zone your property is in: R8, R20, R40, RR80, RR200, CL, CD, CW or OS. Finally, enter the total acreage or square footage of your lot, crossing out the term that does not apply: acres or square feet.

Town of Jamestown

Application for Development Plan Review

CONTACT INFORMATION	Applicant
	Name _____
	Address _____
	City _____ State _____ Zip Code _____
	Phone _____ Email _____
	Owner (if different than above)
	Name _____
	Address _____
	City _____ State _____ Zip Code _____
	Phone _____ Email _____
	Engineer / Surveyor
	Name _____
Address _____	
Phone _____ Email _____	
Attorney	
Name _____	
Address _____	
Phone _____ Email _____	
Other Professional	
Name _____	
Address _____	
Phone _____ Email _____	

PROPERTY INFORMATION	Assessor's Plat(s) _____ Lot(s) _____
	Street Address _____
	Zoning District _____
	Date Property Purchased _____
	Dimensions of Lot (ft) _____ Frontage _____ Width _____ Depth _____ Lot Size (sq ft) _____
	Existing Buildings on Property ____ Yes ____ No
	If Yes, Size of Existing Buildings (sq ft) _____
	Previous Development Plan Approval received for this property ____ Yes ____ No
	(If yes date and application name)

PROPOSED DEVELOPMENT

Purpose of Proposed Development

_____ Commercial _____ Residential

Zoning Board Relief Requested ____ Yes ____ No

If Yes, Please Specify Relief

_____ Special Use Permit _____ Dimensional Variance _____ Use Variance

_____ Other _____

Brief Description of Proposed Development and Zoning Relief _____

APPLICATION

Application Submission Date _____

ZBR Meeting Date (if applicable) _____

Application Fee(s) (refer to Planning Department Fee Schedule) _____

CERTIFICATION

Attest: The information provided on this application is true and accurate

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

(notarized from required if applicant is not the owner)

SUBMIT

Town of Jamestown Planning Department
93 Narragansett Ave. • Jamestown • Rhode Island 02835
401-423-7210