

Responsibilities of the applicant in filing for a Zoning Variance, Special Exception and Appeal.

1. Applicant has met with Building Official and been denied a permit.
2. As of March 2025, all applications to the Zoning Board of Review are to be submitted through the OpenGov portal, accessed HERE:

<https://jamestownri.portal.opengov.com/categories/1080>

For consideration, the application must be filled in completely. Please check with the Building Official to assure you are referring to the correct article and section of the Zoning Ordinance from which you are seeking relief. If you have any questions, please contact the Building Official at (401) 423-9803 or the Clerk at (401) 423-7221.

3. A site plan must be submitted and including the following:
 - a) Be drawn to scale
 - b) Show all existing and/or proposed building footprints
 - c) Show all existing and/or proposed setbacks
 - d) Show all required setbacks
 - e) Identify the locations of existing and/or proposed wells and septic systems
 - f) Show the location of any coastal or freshwater wetlands on the parcel, if applicable
 - g) If a setback variance is requested, the submitted site plan must be 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 the footprints are accurately represented. For setback variance requests, it is extremely useful if the footprints and setbacks of surrounding properties are 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, and 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 comprehensive understanding of the property and intent of the application. In all cases, the ZBR reserves the right to request additional information from the applicant.

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

4. A complete list of abutters with mailing addresses 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.

The abutters' list can readily be created using HERE: <https://www.axisgis.com/jamestownri/#>

Simply type in the address. Once the location appears, select the abutters button (3 houses) located below the address that you typed in, to create the list. Be sure to select **200 feet** since this is the radius required for notice. The zoning clerk may assist, but it is the responsibility of the applicant for content and accuracy.

PLEASE NOTE: In RR-200, RR-80, R40, CW, and OS Districts, the abutters' list is expanded to include owners of the recorded lots within **300 feet**.

5. All applicants shall prepare a legal notice to be sent to the Jamestown Press for advertisement and be sent to the abutters who are entitled to be informed of the hearing. Any errors in the notice shall be the responsibility of the applicant.

6. The **deadline** for submittal is **11:00 am** the day before the regularly scheduled monthly ZBR meetings. See scheduled meetings [HERE](#):

<https://jamestownri.gov/home/showpublisheddocument/82651/638676064254970000>

7. Upon submitting the application through the OpenGov portal, and receiving confirmation that the Zoning Official Review is complete, you will be directed to pay the Zoning Board Review Fee.

8. Once payment is complete, it is the responsibility of the applicant to deliver **11 copies** of all submitted material (except the abutter list) to the Town of Jamestown Building Zoning Office at 93 Narragansett Avenue.

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

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

11. 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.

12. Building Code Appeals are treated the same as a variance.

13. EXPIRATION OF VARIANCES: A variance from the provisions of this ordinance shall expire one year from the date that the Zoning Board of Review decision is recorded in the land evidence records, unless the applicant exercises the permission granted or receives a building permit to do so and commences construction, and diligently pursues the construction until completed.

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