

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

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.

The following materials MUST be submitted with your Zoning Application:

- Completed application form, procedural questionnaire and Short Environmental Assessment Form
- Letter of denial from the Building Official
- Building Permit Application (pick up from the Office of 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.
- One (1) CD containing the full application in a digital format (PDF), or an email with the required information in PDF. Emails can be sent to jsabo@narragansettri.gov or bwiegand@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.
- **Three (3) full-sized copies of residential floor and elevation plans (when applicable). Commercial/Industrial projects require four (4) full-sized copies.**
- **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 members 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 of 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 insure 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 Jill Sabo at (401) 782-0631.

(Revised 4/4/2019)

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 **U.S. Postal Service ‘Certificate of Mailing’, PS Form 3817, (or any applicable version thereof)**, to demonstrate proof of such mailing. **This mailing is to be postmarked NO LESS THAN (14) days prior to your Zoning Board meeting.**

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 Towns 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 CERTIFICATES OF MAILING MUST BE BROUGHT TO THE COMMUNITY DEVELOPMENT OFFICE, ALONG WITH A SIGNED AFFIDAVIT ATTESTING TO THE ACCURACY OF THE LIST AND THE MAILING DATE, PRIOR TO THE SCHEDULED ZONING BOARD HEARING. THEY WILL BE RECEIVED AND PLACED IN YOUR FILE AS EVIDENCE THAT YOU HAVE CONTACTED ALL OF YOUR ABUTTERS IN COMPLIANCE WITH STATE LAW.

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

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.

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 _____

Owner _____ Address _____

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 families for which building is to be arranged _____

13. Have you applied for a Building Permit? _____

Has Permit been DENIED? _____ UNDER WHAT SECTION? _____

14. Have you started construction? _____

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 _____ Property Owner's Signature: _____
Property Owners Name (printed) _____

Send correspondence to:

Name: _____

Email address: _____

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

Telephone: _____ **Cell Phone** _____

SECTION IV
TOWN OF NARRAGANSETT
SHORT ENVIRONMENTAL ASSESSMENT

INSTRUCTIONS

In order 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 land form 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

Short Environmental Assessment

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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 as a result 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: _____

**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	\$ 00
Preliminary Plat (Minor Development / Subdivision)	\$200 + \$20 per unit
Master Plan.....	\$200 + \$20 per unit
Preliminary Plat (Major Development / Subdivision).....	\$200 + \$20 per unit
Final Plat.....	\$200 + \$20 per unit