



**CITY OF WARWICK**  
ZONING BOARD OF REVIEW  
WARWICK, RHODE ISLAND 02886  
(401) 921-9534

**REQUIREMENTS FOR FILING A ZONING APPLICATION**

**\*\*\* PLEASE NOTE – YOUR APPLICATION WILL BE REVIEWED FOR COMPLETENESS. IF THE APPLICATION IS UNACCEPTABLE AND/OR INCOMPLETE, YOU WILL BE NOTIFIED AS TO WHAT CHANGES NEED TO BE MADE. INCOMPLETE APPLICATIONS WILL DELAY THE APPLICATION BEING HEARD.**

**1. Two (2) copies of the completed zoning application** shall be filed with the Zoning office. One (1) application with a petition number will be returned to the applicant upon payment of the filing fee.

The application form MUST be filled out completely and signed by all property owners or their lawful representatives. In the event that an owner cannot attend the public hearing a member of the immediate family or an attorney may appear as a representative upon written authorization by the property owner. CORPORATIONS MUST BE REPRESENTED BY AN ATTORNEY.

**THE RADIUS MAP AND MAILING LIST CAN BE FOUND ON THE CITY'S GIS MAPPING SYSTEM:**

<https://www.axisgis.com/WarwickRI/>

**2. Twelve (12) copies of the 200' radius map** taken from the GIS mapping system. If the property is zoned Residential A-40 or if more than 50 percent of the number of parcels which are residentially zoned land within the 200' radius are zoned A-40 then notice shall be sent to land owners within a 400' radius - **Printed on 8 ½" x 11" paper.**

Radius map SHALL include:

- Subject property either shaded or outlined.
- Names of all streets clearly marked.
- North Arrow

**Filing Requirements – cont’d**

**3. Twelve (12) copies of a typewritten mailing list which includes all those properties located within the radius. Printed on 8 ½” x 11” paper.**

Listing SHALL include:

- Lot numbers for all properties.
- Full names of owners for all properties.
- Full mailing addresses of all property owners, including zip code (mailing address and property address may not always match)

**EXAMPLE:**

Plat	Lot	
349	881	Raymond E. & Claire F. Budlong 78 Post Rd., Warwick, RI 02888
349	221	John Smith 555 Main Ave., Warwick, RI 02886

**4. Twelve (12) copies of a Class I Survey printed on 11” x 17” paper.**

**\*\*SITE PLAN MUST BE PREPARED BY A REGISTERED LAND SURVEYOR\*\***

**Residential:**

- **Dimensions of subject property including measurements of all property lines and total lot area.**
- **Setbacks from all property lines, Coastal features & Wetlands for all proposed and existing structures including additions and accessory structures.**
- **Location and size of driveways (off-street).**

**5. Twelve (12) copies of elevation drawings & floor plans printed on 11” x 17” paper. DRAWN TO SCALE (do not reduce size when copying).**

Dimensions and elevations of all existing and proposed structures including additions and accessory structures.

**Elevation plans shall include:**

- **FRONT, REAR AND SIDE VIEWS (Existing & Proposed)**
- **HEIGHT OF EXISTING AND PROPOSED (FEET AND INCHES)**

**\*\*\*ALL PLANS MUST BE LEGIBLE IF REDUCED\*\*\***

## Filing Requirements – cont'd

### Floor plans shall include:

- *Use of all rooms and dimensions, must show proposed and existing*

### **Commercial and Multi-Family applications SHALL be stamped by a professional architect or engineer and shall also include the following:**

- Location and designation of all existing and proposed parking areas, including calculations of required parking spaces according to the city's Zoning Ordinance Section 700.
- Designation of landscaping requirements in accordance with the city's Zoning Ordinance Section 505.

6. **FILING FEE** shall accompany each application in accordance with the fee schedule adopted November 2005. Payment shall be made to the City of Warwick by check only.

**Residential Filing Fee - \$102.00 + \$0.66/per abutter on mailing list**  
**Commercial Filing Fee - \$302.00 + \$0.66/per abutter on mailing list**

7. For those petitions which the Zoning Board feels may be controversial, the petitioner will be required to pay for the services of the stenographer. In the event that the decision of the Board is appealed, the appellant will be required to pay for the cost of the transcript.

8. **ALL PETITIONS MUST BE COMPLETED IN FULL AND CONTAIN ALL REQUESTED INFORMATION BEFORE THEY WILL BE ISSUED A DOCKET NUMBER.**

### **\*\* NOTE:**

Under the advice of the Zoning Board Chairman, we advise that you personally contact each property owner within the required radius to inform them of your intentions and to answer any questions that may result.

## **To all interested parties:**

Through the accompanying letter of notification, the Warwick Zoning Board of Review is conducting a public hearing regarding a petition in your neighborhood. Rhode Island law requires the Zoning Board of Review to formally notify and invite all property owners who are located within two hundred feet (200') of a petitioning property to attend a public hearing prior to rendering a decision.

## **Filing Requirements**

The Zoning Board of Review is a five (5) member board whose primary responsibility is considering requests for, and making decisions regarding variances and special exceptions. A variance provides relief from DIMENSIONAL REQUIREMENTS such as building setbacks, parking standards and density (housing units per acre) which are contained in the zoning code. A SPECIAL USE PERMIT refers to a regulated use such as a gasoline/service station which must first be reviewed and approved by the Zoning Board before being permitted.

The procedures of the Board are similar to those of a court of law; testimony is given, records are kept and a legally binding decision is rendered. Just as in the courtroom venue, the testimony of experts is given substantially more weight than that of a lay person. Also, a physical presence as an interested party is more convincing than the submission of a letter or a signature on a petition. Therefore, if you are seriously concerned about a particular petition being heard before the Zoning Board of Review then you may want to appear at the Zoning Hearing prepared and in person.

Should you have any questions regarding the Zoning Board of Review and/or the above referenced petition, please contact the Zoning Office at (401) 921-9534 or by email at [amy.e.cota@warwickri.gov](mailto:amy.e.cota@warwickri.gov)

## **TO ALL ZONING VARIANCE APPLICANTS**

In the interest of saving time you are strongly advised to submit your construction plans to the Building Inspection Department in order to initiate the building permit review process. Please be advised that your plans should detail EXACTLY what you intend to do. A Zoning Board approval of your plans DOES NOT address such critical issues as curb cuts, subdivision recordings, leaching systems/sewers, flood plain, building codes, fire safety, DEM Wetlands and/or CRMC. As a result, a Zoning Board approval does not automatically indicate that you will receive a permit. Further, a Zoning Board approval authorizing a change in use may require certain building alterations in order to comply with current code requirements.

## ZONING APPLICATION SUBMISSION CHECKLIST

Listed below is a submission checklist for an application to the Warwick Zoning Board of Review.

- **Two (2)** copies of the completed and signed application
- **Twelve (12)** copies of the appropriate radius map on 8 ½” x 11” paper
- **Twelve (12)** copies of the mailing list on 8 ½” x 11” paper
- **Twelve (12)** copies of Class I Survey showing proposed & existing structures on 11” x 17” paper (must be legible) or printed on larger paper
- **Twelve (12)** copies of construction plans drawn to scale on 11” x 17” paper (must be legible) or printed on larger paper
- **FILING FEE:**
  - Residential filing fee** - \$50.00 + \$52.00 for the recording fee = \$102.00 + the cost of postage \$0.66 per abutter.
  - Commercial filing fee** - \$250.00 + \$52.00 for the recording fee = \$302.00 + the cost of postage \$0.66 per abutter.
- **COMMERCIAL PROPERTY – IF THE PROPERTY IS OWNED BY AN LLC/INC. YOU ARE HERBY NOTIFIED THAT AN ATTORNEY IS REQUIRED TO REPRESENT THE APPLICANT AT THE HEARING.**