**REQUIREMENTS FOR FILING A ZONING APPLICATION**

***PLEASE NOTE – YOUR APPLICATION WILL BE REVIEWED FOR COMPLETENESS AFTER THE DEADLINE DATE. 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.

   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.

2. **Twelve (12) copies of the 200’ radius map** taken from the Tax Assessor’s plat maps or on the City of Warwick website - WEB GIS MAPS (link below)

   https://www.warwickri.gov/planning-department/links/web-gis-maps

   If the property is zoned Residential A-40, or if more than 50 percent of the number of parcels which are residually zoned land within the 200’ radius are zoned A-40 then notice shall be sent to land owners within a 400’ radius.

3. **Twelve (12) copies of a typewritten mailing list which includes all those properties located within the 200’ or 400’ radius map** taken from the City of Warwick website - WEB GIS MAPS

   https://www.warwickri.gov/zoning-board-review/links/gis-mapping
4. Twelve (12) copies of a Class I Survey printed on 11” x 17” paper.

**SITE PLAN MUST BE A CLASS I SURVEY PREPARED BY A REGISTERED LAND SURVEYOR

Residential:

- Dimensions of subject property, total lot area, easements, adjacent street names
- Show all existing structures, and accessory structures including pools, shed, garages, etc.
- Property line setback dimensions to all proposed structures
- Show flood zone (if applicable), Coastal features & Wetlands
- Location of Septic System or Cesspool
- Drainage
- Location and size of driveways (off-street)

Commercial (in addition to residential requirements above):

- Off-street parking and loading requirements per Section #700 – (plan shall include parking calculations for all uses in the building)
- Stormwater Management & Drainage Plans
- Proposed Signage in accordance with Section #800
- Landscaping & Screening requirements per Section 505

5. Twelve (12) copies of Elevation drawings & Floor plans printed on 11” x 17” paper. DRAWN TO SCALE (must be legible).

Residential & Commercial**:

- FLOOR PLANS – Existing & proposed floor plans – Use of all rooms labeled.
- ELEVATION PLANS – Include front, rear and side views of existing & proposed construction, as well as proposed height of all new construction

**Commercial & Multi-family dwellings require Floor & Elevation plans to be stamped by a professional Architect or Engineer**
6. **A 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 + the cost of postage $0.60 per abutter on mailing list

**COMMERCIAL OR MULTI-FAMILY FILING FEE** - $302.00 + the cost of postage $0.60 per abutter on mailing list

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.**

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

**To all interested parties:**

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 Ordinance. 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.

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.

Should you have any questions regarding the Zoning Board of Review please contact the Zoning Office at (401) 921-9534 or by email amy.e.cota@warwickri.com
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.