

**SUBMITTAL REQUIREMENTS FOR SPECIAL-USE PERMIT  
PER SECTION 703 OF THE ZONING ORDINANCE**

**If you are requesting a waiver from any of the Special-Use Permit submittal requirements, please provide a written explanation stating the reasons why you should be exempt from these provisions (provide additional sheets if necessary).**

1. A list of the names addresses of all property owners within two hundred (200) feet of all property lines of the subject property.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

2. A copy of all Variance, Modification and/or Special-Use Permit approvals attached to the property and all subdivision approvals, conditions, restrictions and pertinent subdivision plans relating to the property.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

3. Composite site plan: the composite site plan shall be prepared by a registered civil engineer or a registered land surveyor or a licensed landscape architect, shall be stamped and dated and shall show the following:

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

3a. Proposed and existing structures shall be indicated, including footprints of foundations, porches, decks, walkways, travel lanes, parking areas, with dimensions to property lines from structures, and overall building dimensions.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

3b. Spatial requirements, including street and lot lines, setback lines, building heights, and roof profiles.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

3c. Where any land disturbance is proposed, environmental data shall include well and sewage disposal sites and systems located within 400 feet of those proposed; areas of steep slope greater than 15% and lands be defined not developable; the edge of wetlands, water bodies, and any coastal features as defined by the Rhode Island Department of Environmental Management, DEM regulations and CRMC preliminary determinations; buffer zones and building setbacks from buffer zones as required by CRMC preliminary engineering and biological reports; and surface drainage showing parcel configurations and proposed filled land.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

3d. Where any land disturbance is proposed, existing and proposed grades shall be shown at two-foot intervals.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

3e. There shall be indicated one or more benchmarks that can be used in the field to verify conditions.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

4. A statement from the Zoning Official that any Variances, Modifications or Special-Use Permits necessary to develop the project as proposed have been secured or applied for.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

5. CRMC Engineering and Biological Reports: submittals from projects within CRMC jurisdiction shall be accompanied by any required CRMC preliminary engineering and biological reports reflecting site inspection data, if such reports are obtainable.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

6. Utility and Disposal Plan: written description and engineered plan indicating how all utility and disposal needs will be met, and documenting how the standards of Section 501.A(5) and (8) will be met.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

7. Architectural plans for any new construction, or exterior alterations to any existing structure: Plans, sections, and/or elevations at 1/4" or 1/8" = 1'.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

8. Aerial photos: if required by the Zoning Board of Review, the site shall be located on an aerial photograph, which aerial photograph shall be taken by the Town.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

9. Economic Impact Report: for developments likely to employ ten or more persons, an analysis demonstrating relationship of the proposal to the goals and objectives contained in the Economic Development element of the New Shoreham Comprehensive Plan, as most recently amended.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

10. Analysis of Toxic or Hazardous Materials Impacts: analysis by a qualified environmental assessment professional demonstrating that the proposal is in compliance with the requirements of Section 505 (Uses involving toxic or hazardous materials). Such analysis shall be required of any proposal which requires the presence of any such materials.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

11. Landscape Plan: a landscape plan prepared by a registered landscape architect at a scale of 1' = 20". It shall indicate the relation of units to topography, the preservation of views, existing and proposed planting and grading, and shall demonstrate the integration of existing landscape features such as stone walls, old foundations, existing buildings, tree rows. A Landscape Plan shall be required for any land disturbing proposal for non-residential development.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

12. Open Space/Management Plan: an open space plan indicating agricultural, recreational and conservation uses of the site. A management plan indicating how all common or public lands will be maintained, used and managed.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

13. Models: site or building models are required in situations when extensive construction is proposed, when relationship to existing buildings is considered critical, when views of nearby buildings is questioned or in other such situations as the Zoning Board may require unless waived by the Zoning Board. Models shall be simple in technique but accurate as to contours, detail and the following scales:

- a. Site model: 1" = 40' with five (5) foot contours;
- b. Building model: 1/8" = 1' or 1" = 20' (latter for any building complex)

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

14. Traffic Analysis: documentation that the traffic standards of Section 501.A(1) will be met.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

15. Auto Dependency: Narrative regarding how auto dependency standards of Section 401.A(7) will be met.

Submitted: \_\_\_\_\_

Waiver Requested: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date