



## **TOWN OF NEW SHOREHAM ZONING BOARD OF REVIEW APPLICATION PROCEDURE**

1. Please answer all questions on the application and please print clearly.
2. The Zoning Board of Review agenda closes fourteen business (14) days before the date of the meeting. Completed applications must be submitted to the Zoning Official by noon on the date the agenda closes.
3. All required materials must accompany your application. If you are applying for a Variance, eight (8) paper copies of the application and material must be submitted. If you are applying for a Special Use Permit, twenty-four (24) copies of the required materials must be submitted. All required material must be emailed to [jbrady@newshorehamri.gov](mailto:jbrady@newshorehamri.gov)
4. Applications are scheduled in the order in which they are received.
5. You or your agent should expect to attend at least two meetings. The first meeting is to review your application and schedule a public hearing. During the review process, the Board may request additional information.
6. An application is not considered complete unless the Zoning Official has reviewed it. Jennifer Brady, Zoning Official can be reached at [jbrady@newshorehamri.gov](mailto:jbrady@newshorehamri.gov)
7. Abutters are to be notified after the first meeting and when the public hearing is scheduled, but an abutters' list must be included when the application is submitted. You are responsible for notifying your abutters.
8. It is important to read Section 401 and Section 704 of the Zoning Ordinance if you applying for a Special Use Permit.

**INCOMPLETE APPLICATIONS CANNOT AND WILL NOT BE ACCEPTED**

Note: All references to Article, Section, and Subsection refer to the Zoning Ordinance of the Town of New Shoreham.

Date: \_\_\_\_\_  
Fee: \_\_\_\_\_

**APPLICATION**  
**for VARIANCE or SPECIAL USE PERMIT**  
to the Zoning Board of Review, Town of New Shoreham

The undersigned hereby applies to the Zoning Board of Review for a

**Special Use Permit** under Article, Section: \_\_\_\_\_

**Variance** from Article, Section, Subsection: \_\_\_\_\_

1. Applicant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

2. Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

3. If the applicant is not the owner, state the relationship to, or the interest in, the subject property.

\_\_\_\_\_

4. Description of Subject Property:

a. Street address \_\_\_\_\_

b. Assessor's Plat: \_\_\_\_\_ Lot: \_\_\_\_\_ Parcel: \_\_\_\_\_

c. Zoning District: \_\_\_\_\_

d. Overlay Districts: \_\_\_\_\_ Historic District (Y/N) \_\_\_\_\_ HDC Approval: \_\_\_\_\_

e. Sewer District (Y/N): \_\_\_\_\_ Verification that allocation has been granted: \_\_\_\_\_

f. Water District (Y/N): \_\_\_\_\_ Verification that allocation has been granted: \_\_\_\_\_

g. Lot Area: The total area within the boundaries of a lot, excluding any street right of way, usually reported in acres or square feet.

Lot Size (sq. ft.): \_\_\_\_\_ (1 acre = 43,560 sq. ft.)

Excluded street right of way: \_\_\_\_\_

Lot Area (sq. ft.): \_\_\_\_\_ (1 acre = 43,560 sq. ft.)

Lot Size	_____
ROW	(-) _____
Lot Area	(=) _____

Developable land

h. Excluded area of lot: \_\_\_\_\_

- The land area occupied by wetlands and coastal features, including beaches, bluffs, dunes, ponds, wetlands, streams, and 50' perimeter wetland buffer)
- The area of a lot or a land parcel on which development may occur, including private lanes and roadway.

Developable Land Calculation:

Lot area (g.) \_\_\_\_\_  
Excluded area (h.) (-) \_\_\_\_\_  
Developable Land Area (=) \_\_\_\_\_

5. Is the property within 100' of any coastal feature? Y \_\_\_\_\_ N \_\_\_\_\_

Is the property within 100' of any fresh water wetland? Y \_\_\_\_\_ N \_\_\_\_\_

6. Identify all existing structures on the property:

<u>DESCRIPTION</u>	<u>USE</u>	<u>FOOTPRINT AREA</u> (sq. ft.)
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Identify all proposed structures or change:

<u>DESCRIPTION</u>	<u>USE</u>	<u>FOOTPRINT AREA</u> (sq. ft.)
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Lot Building Coverage Calculation

Existing and proposed gross footprint area \_\_\_\_\_  
Divided by the lot area \_\_\_\_\_  
Equals total lot building coverage \_\_\_\_\_

9. Maximum lot building coverage calculations. The percentage of the total lot area that will be covered by all structures and man-made surfaces, as well as parking areas made with an impervious material (asphalt, concrete etc)

Principle Structure: \_\_\_\_\_% Lot building coverage  
Accessory Structure: \_\_\_\_\_% lot building coverage  
Total Maximum Lot Building Coverage: \_\_\_\_\_%  
Total Maximum Lot Coverage: \_\_\_\_\_%

10. Building Standards (Reference Zoning Section 514 (c))

Longest wall plane: \_\_\_\_\_ feet  
 Longest building plane: \_\_\_\_\_ feet  
 Maximum building footprint (all structures) \_\_\_\_\_ square feet  
 Total building volume \_\_\_\_\_ cubic feet

11. Square feet of Floor Area, Living \_\_\_\_\_ Number of bedrooms \_\_\_\_ Number of bathrooms \_\_\_\_\_

**Floor Area, living:** The total floor area, measured in square feet from the exterior limits thereof, of that portion of a residential building which is used for habitation purposes, but excluding garage space, unfinished basements and exterior spaces such as porches and decks.

12. Does this application require a Septic System Suitability determination? \_\_\_\_\_

13. Identify Existing and Required Spatial Standards and any relief being requested:

	EXISTING	EXISTING & PROPOSED	REQUIRED	RELIEF REQUESTED
Minimum Lot Area				
Min. Lot Frontage				
<b>Minimum Setbacks:</b>				
Front				
Left Side				
Right Side				
Rear				
Max Lot Build. Coverage				
Maximum Lot Coverage				
<b>Maximum Height:</b>				
Main Structure				
Accessory Structure				
Parking				

14. Checklist of submission requirements:

- a. \_\_\_\_\_ List of names and addresses of all owners of property within 200' of the subject property. List shall be referenced by assessor's plat and lot numbers for each owner. It is the applicant's responsibility to ascertain whether any of said properties have been transferred during the period of the most recent tax listing and the date of this application. It is the applicant's further responsibility to notify each of these owners by certified mail at least 15 days prior to the public hearing. Notice of the hearing shall also be sent, by first class mail, to the Director of the Rhode Island Local Planning Assistance Program, Office of Municipal Affairs.
- b. \_\_\_\_\_ Radius map of area in which the subject property is located, showing the following (Assessor's maps are acceptable):
  - 1) scale not less than 1" = 200'
  - 2) subject property outlined or shaded
  - 3) names of all streets and roads
  - 4) 200' radius delineated
- c. \_\_\_\_\_ Site Plan of subject property showing, at a minimum, the following:
  - 1) scale not less than 1" = 100'
  - 2) location of all existing structures and proposed structures, labeled, drawn to scale, and showing accurate distances to all streets (where applicable), lot lines, and other structures.
  - 3) names of all streets and roads
  - 4) all easements or rights of ways on the property
  - 5) dimensions and area of subject property
  - 6) additional site plan requirements as stated in Sections 706(B)(1), 703(C), and 704(C)
  - 7) a reduced version of the site plan (11" x 17")
- d. \_\_\_\_\_ If additional living space is being requested floor plans and elevations are required. The applicant needs to supply a full-size version of the plan and a 11"x17" reduced version.

e. \_\_\_\_\_ Photographs of elevations of existing structures.

15. Describe the proposed project. Attach additional pages if necessary:

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16. Explain why a Variance or Special Use Project is appropriate. Attach additional pages if necessary:

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17. \_\_\_\_\_ Check or money order, payable to the Town of New Shoreham, in the amount determined by the Clerk of the Zoning Board and listed on the following page. (Fees are set by the Town Council.)

Transcript fee agreement: In the event that I choose to appeal the decision of the Zoning Board of Review in this matter, I hereby agree to pay the cost of transcription of the record of the decision so appealed.

**The Board may desire to inspect the premises. Permission for site inspection given \_\_\_ refused \_\_\_\_.**

Respectfully submitted,

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## FEE SCHEDULE OF APPLICATIONS

Any persons filing an application for a Special Use or Variance or filing an Appeal to the Zoning Board shall at the time of said filing pay to the Town of New Shoreham the following fee:

Variance (Single Family Residential and Accessory Uses):	\$300.00
Special Use Permit	\$400.00
Multi Family and Clusters:	\$350.00 for the first 3 units plus \$10.00 for each additional unit.
All other Commercial, Utilities, Communications, Professional, and Accessory Uses:	\$400.00

Appellants from the decision of the Building Official shall pay a fee of \$300.00 at the time of filing the appeal.

Appellants from the decision of the Zoning Official shall pay a fee of \$300.00 at the time of filing the appeal.

Appellants from the decision of the Historic District Commission shall pay a fee of \$300.00 at the time of filing the appeal.

Appeal of any decision of the Planning Board under Subdivision Regulations will be \$300.00

Any persons filing an application for a Special Use Permit or Variance or filing appeal to the Board at the time of said filing, execute a transcript fee agreement. Said transcript fee agreement shall provide that in the event any appeal is taken from the decision of the Board, the applicant shall pay the cost of the transcription of the hearing on the decision appealed.

Any persons filing a revised/second/third application for a Special Use Permit or Variance will be required to submit an additional fee.

**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