

ZONING

260 Attachment 3

Town of Westerly

APPENDIX C

Special Use Permit

Application Checklist

[Amended 5-15-2000 by Ch. No. 1300;
5-14-2007 by Ch. No. 1601; 6-13-2011 by Ch. No. 1753]

The application for a **special use permit** to the Zoning Board of Review must be accompanied by the following information. All required checklist items must accompany the application in order to be considered a complete application.

- A. Original application and 10 copies of a site plan prepared by, and signed and stamped by, a professional engineer and/or professional land surveyor, as required by Rhode Island General Laws, at a scale of no less than one inch equals 40 feet, clearly showing:
 - (1) Name and address of property owner(s).
 - (2) Date, North arrow, graphic scale, lot dimensions and area in sq. feet or acres.
 - (3) Plat and lot, zoning district(s) and front, side and rear yard setbacks.
 - (4) Existing and proposed structures, and their relationship and distances from lot boundary lines.
 - (5) FEMA flood hazard zone, wetlands and coastal features boundaries, if present.
 - (6) Existing and proposed topography at two-foot intervals.
 - (7) Existing and proposed driveways, parking areas and walkways.
 - (8) Existing and proposed landscaping, as it relates to the request.
 - (9) Existing streets, 911 address, wells, septic system.
 - (10) Any peculiar site conditions or features.
- B. List of names and addresses of all property owners within 200 feet of subject property, and 10 copies of a separate map showing all property owners within 200 feet of the subject property and/or all those property owners and entities that require notice under RIGL 45-24-53, also depicting any zoning district boundary and uses of all neighboring properties.
- C. Soil erosion and stormwater control plan with supporting calculations based on standards approved by the USDA Natural Resources Conservation Service and in conformity with the Rhode Island Erosion and Sediment Control Handbook.
- D. Letter from a biologist indicating that there are no coastal or freshwater wetlands on or in proximity to the site. In those cases where the application is regulated by the Rhode Island Freshwater Wetlands Act or the Rhode Island Coastal Resources Management Council (CRMC), a physical alteration permit issued by the Rhode Island Department of Environmental Management (RIDEM) and, where applicable, the United States Army Corps of Engineers shall be required.
- E. Where construction requires approval by RIDEM Office of Water Resources for an OWTS (on-site wastewater treatment system) or change of use permit for the proposed activity, attach a copy to the application.
- F. Traffic study prepared by a professional engineer addressing the potential impacts of the proposed activity.
- G. Provide evidence that there is sufficient water supply/wastewater treatment capacity to support the proposed activity and that the water supply is of drinking water quality.

ZONING

Application for Special Use Permit

To: Westerly Zoning Board of Review
Town Hall – 45 Broad Street
Westerly, RI 02891

Date: _____

The undersigned hereby applies to the Westerly Zoning Board of Review for a special use permit pursuant to the provisions of § 260-34 of the Westerly Zoning Ordinance affecting the following described premises in the manner and on the grounds hereinafter set forth.

Applicant(s): _____ Address: _____

Owner(s): _____ Address: _____

Lessee: _____ Address: _____

- 1. Filing instructions:
a. Original application and 10 copies, typed or legibly printed, must be filed with the Zoning Office in accordance with the minimum time required to post adequate notice.
b. A filing fee in the amount of \$200, plus legal advertising and recording fees, shall accompany an application to the Zoning Board of Review to cover the costs of processing (payable to "Town of Westerly – Zoning"). In addition to the \$200 fee, the applicant shall also be responsible for all additional costs, if any, incurred by the town in the course of review of this application, such as third-party review, cost of additional advertising, and stenographic fees, and will be billed when the final costs have been determined.
c. All required checklist items for a special use permit must accompany the application in order to be considered a complete application.

2. Location of premises: _____

3. Plat: _____ Lot: _____ Zoning District: _____

911 Address: _____

4. Dimensions of lot: (frontage) feet by (depth) feet; Area (square feet or acres): _____

5. Present use of premises: _____

6. Proposed use of premises: _____

7. Is there a building on the premises at present: _____

8. How long have you owned the premises: _____

9. Year that lot was platted and recorded: _____

10. Have you submitted plans to the Zoning Inspector: _____

ZONING

**Special Use Permit
Affidavit of Notice**

Re: Petition of: _____

Assessor's Plat: _____ Lot: _____ Zoning District: _____

In accordance with § 260-34C of the Westerly Zoning Ordinance, I hereby certify that I have sent written notice of the **date, time and place of the public hearing** with the nature and purpose thereof to all owners of real property whose property is located in or within **200 feet** of the perimeter of the area I am proposing to change.

I certify that this notification was sent by **both first-class mail, postage prepaid, and by certified mail**, return receipt requested, to all those owners of real property or other entities which would require notice under **RIGL 45-24-53 at least 21 days prior to the date of the hearing.**

Notice shall be sent to the last known mailing address as shown on the current real estate tax assessment records, and if such **address is different** from the property address, also to said property address **by first-class mail, postage prepaid**. Said notice shall include the street address of the property for which the variance is sought. A copy of the list of names and addresses and a locus map are attached.

Witness my hand this _____ day of _____, 20__.

Applicant or Attorney

Subscribed and sworn to before me this _____ day of _____, 20__.

by _____.

Notary Public