

ZONING

260 Attachment 6

Town of Westerly

APPENDIX F

Appeal to the Zoning Board of Review

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 an **appeal 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. Copies of all documents filed with the local official or local agency from which the appeal is taken.
- B. Copies of all decisions of the official or agency from which the appeal is taken.
- C. The record of any proceeding from which the appeal is taken.
- D. List of names and addresses of all property owners within 200 feet of subject property and 10 copies of a map indicating all property owners within 200 feet of the subject property and/or all those property owners and entities which require notice under RIGL 45-24-53 and § 260-41B of the Zoning Ordinance. Said map shall also depict any zoning district boundaries.

ZONING
Application for Appeal to the Zoning Board of Review

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

Date: _____

The undersigned hereby applies to the Westerly Zoning Board of Review for an **appeal** pursuant to the provisions of **§ 260-41** 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 Board of Review.
 - 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 an **appeal** must accompany the application in order to be considered a complete application.
2. Plat: _____ Lot: _____ Zoning District: _____
3. 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 premises at present: _____
8. How long have you owned the premises: _____
9. Year that lot was platted and recorded: _____
10. Have plans been submitted to Zoning Inspector: _____

WESTERLY CODE

11. Size (in square feet) of all existing buildings and accessory structures: _____

12. Size (in square feet) of all proposed buildings and accessory structures: _____

13. Describe extent of the proposed alterations:

14. Indicate the section of the Westerly Zoning Ordinance under which application for an **appeal** is made:

15. Clearly state the grounds for which this **appeal** is sought:

Respectfully submitted,

Print Name: _____

Signature: _____

Address: _____

Phone Number: _____

ZONING

**Affidavit of Notice
for Appeal to the Zoning Board of Review**

Re: Petition of _____

Assessor's Plat _____ Lot _____ Zoning District: _____

In accordance with § 260-41B of the 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 the parties of interest.

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 14 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