



TOWN OF COVENTRY ZONING BOARD OF REVIEW APPLICATION PACKET

I. APPLICATION PACKET CONTENTS:

1. Summary of General Information, including Next Deadline and Hearing Date, Instructions, Hearing Procedure, and Decisions
2. Application for Zoning Board of Review
3. Sample Letter to Property Owners within 200' Radius

II. NEXT DEADLINE and HEARING DATE

APPLICATION DEADLINE: _____

HEARING DATE: _____

III. GENERAL INFORMATION

In order to assist and familiarize applicants with the procedures of the Zoning Board of Review, the following information is being provided. While we have attempted to include all information we feel pertinent, there may be something we have missed. If you have questions on any of the material contained in this packet, please feel free to contact the Zoning Administrator at 822-9181.

The Zoning Board of Review is comprised of five (5) regular members and two (2) alternates. Members are appointed by the Coventry Town Council and serve terms of five years; alternate members serve one-year terms. The Town Solicitor provides legal advice to the Board.

Hearings are held in the Town Hall Council Chambers, 1670 Flat River Road, Coventry on the first Wednesday of each month at 7:00 P.M. unless otherwise specified. All applications must be submitted at least **thirty (30) days** prior to the next scheduled Board hearing. Hearing and filing deadline dates may be obtained from the Planning Department. Petitioner(s) is responsible for the application fee as set forth in Section 3130 of the Zoning Ordinance.

The Building Official, Planning Department, and Tax Assessor's staff are available for assistance in obtaining the required information. Staff cannot, however, give advice on the merits of the application, nor can they render legal opinions. Applicant(s) must appear at the Zoning Board meetings to state his or her case. An individual may represent himself/herself before the Zoning Board. However, the services of an attorney are required for an appearance on behalf of any person, partnership, corporation, LLC or other business, social, or fraternal organization.

IV. INSTRUCTIONS (PLEASE READ INSTRUCTIONS CAREFULLY)

1. **Complete the application.** All requested information must be provided before the application will be accepted. The application must be legible and signed by the property owner(s) and applicant(s). Staff will provide the proper Zoning Ordinance Article and Section information on the application, if needed.

2. **Request a 200' radius map and list of surrounding property owners from the Planning Department or Tax Assessor's Office.** The cost is \$15. In the alternative, you may prepare your own radius map and list of property owners, using the Tax Assessor's maps and the computer that is available at the Tax Assessor's office. The subject lot should be highlighted with an outline indicating all lots falling within a 200' radius of the outermost boundary of the subject parcel. The plat numbers should be clearly indicated along with the scale of that particular plat map. You will use the list to mail letters to surrounding property owners within the 200' radius to notify them of the public hearing. (See 6 below).

3. **Request verification from the Tax Collector's Office that taxes are up-to-date on the subject property.**

4. **Prepare a site plan of the property.** The site plan of the subject property shall depict all existing building locations, including sheds and other accessory structures. The site plan shall depict the size of all structures on the property, the distance of the subject structure to the property lines, and the distance of the subject structure to structures on adjacent properties. If an adjacent property is vacant, it should be so noted.

If an application involves the generation of traffic to the site, parking areas and the number of parking spaces (refer to Article 12 for requirements) must be indicated to scale. The Planning Department, Building Department or Town Engineer may request other details to be provided on the site plan. Applications failing to supply all required information on the plans will not be certified complete.

5. **Prepare floor plans, sketches of proposed buildings/additions, if applicable.**

Floor plans and sketches of proposed buildings/additions must be provided, if applicable. Professionally prepared plans for residential applications may be required. Plans submitted must give a clear indication of the proposed room layout and work entailed including length, width, height of proposed construction, materials to be used, structural requirements, etc.

6. **Prepare Letter.** Prepare a letter that will be mailed to surrounding property owners within the 200' radius to notify them of the public hearing. You may prepare one generic letter, rather than individualized letters. Copies of this proposed letter shall be submitted with your application. The letter shall identify the applicant and shall include the date and time of the hearing, the address of the subject property, the Plat and Lot number, as well as an explanation as to the type of relief that is being sought from the Zoning Board of Review. The information that you supplied in Section II of the Application should be repeated in the letter. A sample letter is enclosed for reference. The Zoning Administrator must review the proposed letter and deem your application complete before the letter can be mailed to abutting property owners within the 200' radius. (See 9 below)

7. **File application package with Planning Department.** The filing deadline is 30 days prior to the hearing date. To allow sufficient time for review of all application materials, the completed application package must be filed with the Planning Department before 3:30 p.m. on the deadline date. The following items are required at the time of filing and must be collated and stapled in the following order (fee shall be attached on top by paper clip):

A. FEE:

The Applicant must submit a fee in accordance with the fee schedule set forth in Article 3, section 3130 of the Zoning Ordinance.

B. VERIFICATION OF UP-TO-DATE TAXES

The Applicant must submit documentation from the Coventry Tax Collector's Office that taxes are up-to-date on the subject property.

C. DOCUMENTS:

<u>Number of Copies</u>	<u>Description</u>
1 original and 10 copies	Completed and signed Application with correct references to the Zoning Ordinance.
11 copies	200' foot Radius Map
11 copies	List of Property Owners within 200 feet radius
11 copies	Letter to Abutting Property Owners notifying them of Public Hearing
11 copies	Site Plan showing: <ul style="list-style-type: none">• roads and parking areas• existing and proposed buildings• measurement of structures from property lines• buildings on adjacent properties
11 copies	Floor Plans, if applicable
11 copies	Sketches of proposed buildings/additions, if applicable

8. Contact Zoning Administrator. If you have not received a letter/procedural sheet in the mail from the Zoning Administrator 14 days prior to the meeting, contact the Zoning Administrator to ensure that the application packet is deemed complete and to confirm that your letter is acceptable to mail out.

9. Mail Letter to Property Owners within 200' radius by certified mail at least ten (10) days prior to the hearing date. Applicants are responsible for mailing certified notice of the hearing to owners of property located within 200' of the subject property. This mailing should be completed using the compiled list of property owners located within 200'. Each property owner indicated on the list of property owners must be notified.

Accuracy is extremely important as improper notice will delay the application process. If it is known that an individual listed is deceased, the letter can be addressed to "The Estate of _____." If the 200' radius encompasses the limits of another City or Town, the property owners within the adjacent Town that fall within the 200' radius must be notified and the Town Clerk of the abutting City or Town must be notified (see below).

It is not necessary to send the letters Return Receipt Requested. Certified mail is sufficient. You must retain the Certified Letter Receipts that are stamped by the Post Office for proof of mailing. (See 11 below) Notice should not be sent too far in advance of the hearing and not until the application has been deemed complete by the Zoning Officer. Notices should be mailed at least 10 days before the hearing.

In instances where State-owned property falls within the 200' radius, certified notice should be sent to:

State Properties Committee
Department of Administration
One Capitol Hill
Providence, RI 02908

In instances where Town-owned property falls within the 200' radius, certified notice shall be sent to:

Mrs. Roberta Johnson, Town Clerk
Coventry Town Hall
1670 Flat River Road
Coventry, RI 02816

Flowage rights for Tiogue Lake and Flat River Reservoir (Johnson's Pond) is owned by the Quidnick Reservoir Company. If the subject property is located within 200' of either of these two water bodies, certified notice must be sent to:

Mr. Steven Bienefeld, Secretary/Treasurer
Quidnick Reservoir Company, Inc.
55 Sessions Street
Providence, RI 02906-3430

10. Bring a copy of the certified letter receipts to the Secretary of the Planning Department before the hearing date. At that time, an Affidavit of Notice must be completed by the individual who actually mailed the notices, attesting to the fact that he or she mailed the Letter to Property Owners within 200' radius. The Affidavit of Notice must be signed before the Department of Planning and Development secretary or other notary. When all material has been submitted to the Planning Department, the application file will be deemed ready for hearing.

V. HEARING PROCEDURE

Sessions begin promptly at 7:00 p.m. Hearings commence after the Board has acted on the petitions from the previous month. The order of the agenda is determined on the night of the hearing by the Chairman. After the application has been read into the record, the applicant(s) comes forward to be sworn in and are asked to explain the application. Plans are reviewed and any other information which would be helpful (i.e. photographs, etc.) may be presented at this time. Questions will be asked by the Board members and any testimony to be given will take place. Members of the public are then given the opportunity to speak in favor or against the application. Generally, after the hearing, all applications are taken under advisement by the Board for one month. The matter is discussed during the work session of the next regularly scheduled meeting and decisions are usually rendered thereafter.

VI. DECISIONS

A written decision will be prepared by the Town Solicitor and mailed to the applicant(s) which will set forth the facts and findings of the application and clarify any stipulations placed on the decision. Zoning decisions are recorded in the Town Clerk's Office, and a 20-day appeal period effectuates from the date of filing allowing the opportunity for any opposing individual to appeal the decision to the Rhode Island Superior Court. In the event of an appeal, the decision of the Zoning Board may be stayed until a final determination by the Court. If the decision is not appealed, a building permit application for proposed construction may be submitted to the Building Official's Office after the 20-day appeal period has passed.

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