



Town of Bristol, Rhode Island

Department of Community Development Zoning Board of Review

10 Court Street
Bristol, RI 02809
401-253-7000

APPLICATION FOR APPEAL REQUIREMENTS AND INSTRUCTIONS

Application: Section 28-410 of the Zoning Ordinance details procedures for appeals to the Zoning Board. Appeals must be filed with the Zoning Board “within 20 days of the date of the recording of the decision of the officer or agency, or within 20 days of the time when the aggrieved party knew or should have known of the action or decision of such officer or agency”. All questions listed on the *Application for Appeal* should be answered accurately and completely, and the petition must be signed. All applications must be accompanied by a written narrative that clearly explains the decision that is being appealed, the reason(s) for the appeal, and the relief sought. A copy of any written decisions, permits, plans or other pertinent documents to support your appeal should be included with your application.

A copy of your appeal application must also be submitted to the officer or agency from whom the appeal is taken. A second copy of your application must be date stamped by the Town of Bristol and forwarded by regular mail and by certified mail return receipt requested to the owner and/or applicant of the subject property.

Deadline: The Zoning Board must hold a public hearing within 45 days of receipt of your appeal application. Zoning Board meetings are held on the 1st Monday of each month. If the first Monday is a holiday, the meeting will be held on the second Monday of that month. All applications must be submitted to and accepted by the Department of Community Development by the close of the business day Friday at least four weeks prior to a scheduled meeting. **In order to be accepted, an application must be found complete by the Zoning Officer.** A schedule of meeting dates and application deadline dates is posted in the Department of Community Development. The Zoning Board will accept a maximum of eight (8) applications per month. A legal notice advertising the public hearing must be posted in the local newspapers at least 21 days prior to the meeting, and public hearing notices are mailed to all abutters. Board members are provided with a copy of each application and supporting materials prior to the scheduled meeting. This enables each member to review the appeal request and to visit the site, if necessary, prior to the hearing.

Plat Map: All applications must be accompanied by a Tax Assessor's plat map depicting the lot(s) that is the subject of the appeal and all neighboring properties within the **abutter notification radius**. For properties located within the Downtown (D), Waterfront (W), Limited Business (LB), or Residential R-6 zoning districts, the abutter notification radius is 200 feet. For properties located in all other zoning districts, the abutter notification radius is 300 feet.

List of Abutters: All applications must be accompanied by a list of the most current property owners within the abutter notification radius as obtained from the Tax Assessor's office. This list should include the plat and lot numbers for each property and the name and mailing address of the property owner(s) as it appears in Tax Assessor's records. If a property owner's name appears on more than one lot, each individual lot number must be listed with their name. It is the responsibility of the applicant to accurately determine and list the name and mailing address of all abutters within the abutter notification radius.

Mailing Labels: All applications must be accompanied by a set of **typed** mailing labels listing the plat, lot, name and mailing address of all property owners within the abutter notification radius. If a property owner's name appears on more than one lot, only one mailing label is needed for that owner. However, each of the plat/lot numbers for that owner should be listed on the label. Four **additional labels** with the name and address of the appellant and of the owner of the subject property are also required. Department of Community Development staff will use these labels to send a public hearing notice to each property owner on your list of abutters.

Application Fee: The cost of filing an application is as follows:

Appeals of decisions of the Zoning Officer, Administrative Officer or Building Inspector	\$125
Appeals of decisions of the Planning Board or Historic District Commission	\$300

All checks are to be made payable to the Town of Bristol

Decisions: Once the Zoning Board has issued a decision, that decision must be prepared in writing and recorded in land evidence records to be final. This may take up to 30 days from the date of the public hearing. There is a 20 day appeal period from the day of recording on all decisions. Building permits may only be issued for a project after a decision has been prepared and recorded.

Additional Information: Copies of the Zoning Ordinance are available for review or purchase from the Department of Community Development. You may also view the Zoning Ordinance (Chapter 28 of the Bristol Town Code) online by visiting the Town's web site at www.bristolri.us. Department of Community Development staff are available to answer any questions you may have relative to the Zoning Ordinance or these application procedures.

Please contact:

Edward M. Tanner, Zoning Officer at 253-7000 x128 or via email at etanner@bristolri.us

or

Susan Francis, Secretary at 253-7000 x147 or via email at planzone@bristolri.us