



Town of Bristol, Rhode Island
Department of Community Development
Zoning Board of Review

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

ZONING APPLICATION REQUIREMENTS AND INSTRUCTIONS

Deadline: 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 application request and to visit the site prior to the hearing.

Application: All questions should be answered accurately and completely, and the petition must be signed. Written authorization from the property owner is required if the applicant is not the property owner. All applications must be accompanied by a project description that clearly explains the proposal, the requested relief (dimensional, use, or special use permit), and the grounds (need/hardship) for the request.

Site Plans: All applications must be accompanied by detailed plans or sketches, drawn to scale, depicting the proposed project. Plans must show building locations, property line and street locations, and any other details necessary to demonstrate both existing and proposed conditions and the requested zoning relief. Plans must clearly identify all dimensions of proposed structures, including height and distances from all property lines. Plans depicting new structures or additions to existing structures that would be located within any yard setback must be signed and stamped by a registered land surveyor.

Plat Map: All applications must be accompanied by a Tax Assessor's plat map depicting the subject lot(s) 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 numbers 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. Failure to accurately list all abutters may result in delays in processing your application or an appeal of your decision.

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. An additional label with the name and address of the applicant is 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:

Dimensional Variance (single-family and two-family dwellings; accessory structures; fences; and signs)	\$125
Dimensional Variance (multifamily dwellings)	\$300 plus \$35/ unit
Dimensional Variance (commercial/industrial)	\$300
Use Variance	\$300
Special Use Permit	\$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