

ZONING APPLICATION INSTRUCTIONS

APPLICATION: (Please collate 12 copies of each item)

1. Provide 2 original and 12 copies of the completed, signed application. One original will be returned to the applicant upon payment of fee.
2. Submit a check with application for zoning application fee, made payable to "Town of Exeter"

ZONING CERTIFICATE:

1. Submit a completed zoning certificate, signed by the Zoning Inspector dated within 6 months prior to application. (*Submit 12 copies*)

INFORMATION TO BE FOUND IN TAX ASSESSOR'S OFFICE or <https://exeterri.mapgeo.io>

RADIUS MAP:

1. Copy of radius map with subject property outlined in color and a 200 foot circumference drawn around the subject property (not less than 1/2" = 200). Draw NORTH ARROW on copy of map. (*Submit 12 copies*)
**When an application is for new construction of a residential or commercial building, the petitioner shall indicate on submitted map, the zoning district of all lots within 200 feet of subject lot/s.
2. Provide a list of abutters within 200' radius, neatly typed or handwritten (can be printed off website listed above also) which includes the abutters' name, mailing address and Plat, Block and Lot number. (Only one certified letter is required to be sent to owners of multiple lots). (*Submit 12 copies of the list*)

SITE MAP:

1. Submit plan view showing accurate location of all existing and proposed building/s with ALL BOUNDARY SETBACKS CLEARLY MARKED on an 8 1/2 x 11 paper. Draw NORTH ARROW on map. If there is question as to lot lines, a survey must accompany the application. (*Submit 12 copies*)
2. Businesses must have a STAMPED PLAN from an engineer. On an application for an INDUSTRIAL or COMMERCIAL building, a floor plan showing locations of loading and unloading platforms shall be submitted. The site plan is required to show parking spaces and exact location of structure, including setbacks and landscaping.

CERTIFIED LETTERS: (a copy of which is included in the application packet)

1. Letters must be sent to all abutting property owners within 200 ft. radius and MUST BE MAILED NO LATER THAN 14 DAYS PRIOR TO THE SCHEDULED HEARING DATE. The GREEN card is to be addressed to the "Zoning Board", Exeter Town Hall, 675 Ten Rod Rd., Exeter, RI 02822 for return. *Place the applicant's name on the top of the green card for file identification.* White post office receipts must contain addressee's name (address not necessary) and applicant's name. Return white receipts to the Zoning Board Clerk at the scheduled hearing.

*******ITEMS THAT NEED 12 COPIES: PLEASE COLLATE**

1. APPLICATION
2. ZONING CERTIFICATE
3. ABUTTERS LIST
4. RADIUS MAP
5. SITE MAP
6. OTHER DRAWINGS- IF APPLICABLE



Town of Exeter, RI

Zoning Application

CONTACT INFORMATION	Applicant Date: _____
	Name _____
	Address _____
	City _____ State _____ Zip Code _____
	Phone _____ Email _____
	Owner (if different than above)
	Name _____
	Address _____
	City _____ State _____ Zip Code _____
	Phone _____ Email _____
Engineer / Surveyor	
Name _____	
Address _____	
City _____ State _____ Zip Code _____	
Phone _____ Email _____	
Attorney	
Name _____	
Address _____	
PROPERTY INFORMATION	Assessor's Plat _____ Block _____ Lot(s) _____
	Street Address _____
	Zoning District _____ Length of Property Ownership _____
	Lot Dimensions (ft): _____ Frontage _____ Width _____ Depth _____ Lot Size (sq. ft.) _____
	Existing Buildings on Property: <input type="radio"/> No <input type="radio"/> Yes Size of Existing Buildings (sq. ft.) _____
APPLICATION	ZBR Approvals Required: <input type="radio"/> Special Use Permit <input type="radio"/> Dimensional Variance <input type="radio"/> Use Variance
	Existing Building(s) to be Demolished: <input type="radio"/> No <input type="radio"/> Yes Size of Proposed Buildings (sq. ft.) _____
	Brief Description of Proposed Alterations _____ _____ _____

Zoning Characteristics Matrix

	Main Structure			Accessory Structure		
	Existing	Ordinance Req.	Proposed	Existing	Ordinance Req.	Proposed
Front Setback						
Right Side Setback						
Left Side Setback						
Rear Setback						
Height						

Deviation From Required Standards - List each applicable section of the Exeter Zoning Ordinance for which relief is being sought

Section & Subsection #	Title of Section	Ordinance Requirement	Proposed	Difference (Amount of Relief Req.)

Attest: The information provided on this application is true and accurate

Applicant's Signature _____ Date _____

Owners's Signature _____ Date _____

The Board may desire to inspect the premises. Permission for site inspection given _____ refused _____

Other information to be included with application: Zoning Certificate, Radius Map, List of Abutters, Site Plan, and Application fee. Failure to comply with all requirements could result in the board's refusal to hear application.

For Official Use

Application Submission Date _____

Zoning Board Meeting Date _____

Newspaper Advertisement Date _____

Application Fees _____ Paid: Yes No



Town of Exeter, RI

Zoning Application

CONTACT INFORMATION

Applicant Date: _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Owner (if different than above)

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Engineer / Surveyor

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Attorney

Name _____

Address _____

PROPERTY INFORMATION

Assessor's Plat _____ Block _____ Lot(s) _____

Street Address _____

Zoning District _____ Length of Property Ownership _____

Lot Dimensions (ft): _____ Frontage _____ Width _____ Depth _____ Lot Size (sq. ft.) _____

Existing Buildings on Property: No Yes Size of Existing Buildings (sq. ft.) _____

APPLICATION

ZBR Approvals Required: Special Use Permit Dimensional Variance Use Variance

Existing Building(s) to be Demolished: No Yes Size of Proposed Buildings (sq. ft.) _____

Brief Description of Proposed Alterations _____

Zoning Characteristics Matrix

	Main Structure			Accessory Structure		
	Existing	Ordinance Req.	Proposed	Existing	Ordinance Req.	Proposed
Front Setback						
Right Side Setback						
Left Side Setback						
Rear Setback						
Height						

PROPOSEDALTERATION

Deviation From Required Standards - List each applicable section of the Exeter Zoning Ordinance for which relief is being sought

Section & Subsection #	Title of Section	Ordinance Requirement	Proposed	Difference (Amount of Relief Req.)

CERTIFICATION

Attest: The information provided on this application is true and accurate

Applicant's Signature _____ Date _____

Owners's Signature _____ Date _____

The Board may desire to inspect the premises. Permission for site inspection given _____ refused _____

Other information to be included with application: Zoning Certificate, Radius Map, List of Abutters, Site Plan, and Application fee. Failure to comply with all requirements could result in the board's refusal to hear application.

ADMINISTRATIVE

For Official Use

Application Submission Date _____

Zoning Board Meeting Date _____

Newspaper Advertisement Date _____

Application Fees _____ Paid: Yes No



Town of Exeter, RI

Zoning Board Notice to Abutters

Applicant / Owner _____

Date: _____

Name _____

Assessor's Plat _____ Block _____ Lot(s) _____

Street Address _____

You are being notified of the applicants intent to petition the Zoning Board for the following relief:

Special Use Permit _____

Indicate Section and description

Dimensional Variance _____

Indicate Section and description

Variance _____

Indicate Section and description

Use Variance _____

Indicate Section and description

Permission is being requested to: _____

For relief under the Exeter Zoning Ordinance concerning the above mentioned property.

This petition will be heard by the Zoning Board of Review

Town of Exeter Town Hall-Council Chambers

675 Ten Rod Rd

Exeter, RI 02822

at 7:30 p.m. on

Meeting Date

Sincerely,

Lorrie Field

Lorrie Field

Exeter Zoning Board Clerk

This letter is sent to you as an abutter of record as required by law. Questions or comments relative to this petition should be directed to:

Town of Exeter-Zoning Department

675 Ten Rod Rd

Exeter, RI 02822

(401) 294-2592

NOTICE TO ABUTTERS



Town of Exeter, RI

Affidavit

AFFIDAVIT

I, _____
Name

of _____
Address

do hereby swear that I am a petitioner to the Exeter Zoning Board of Review.
This petition relates to the premises situated on

_____ Plat(s) _____ Lot(s)

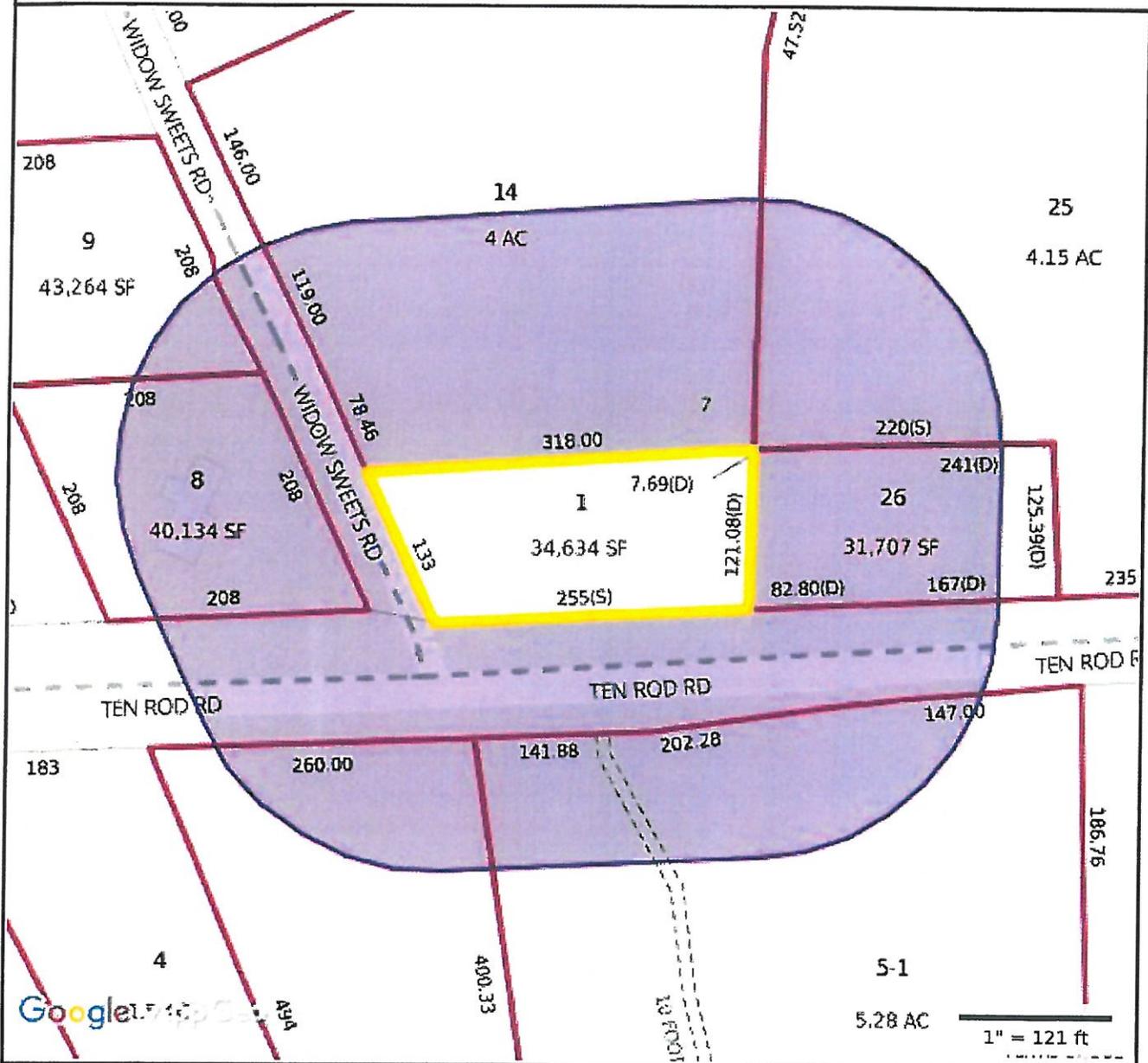
A hearing on this petition is scheduled for _____
Zoning Board Meeting Date

I swear that I have complied with the requirements of the Exeter Zoning Ordinance in that I have mailed by certified mail, return receipt requested, copies of which are attached hereto and incorporated herein by reference, notices to all property owners within a 200-foot radius of the aforementioned property, advising them of the petition and hearing date. Attached is a copy of the notice sent, along with the return receipts.

Signature

Date

Example-Abutters Radius Map



Property Information

Property ID: 23-3-1
 Location: 675 TEN ROD RD
 Owner: TOWN OF EXETER



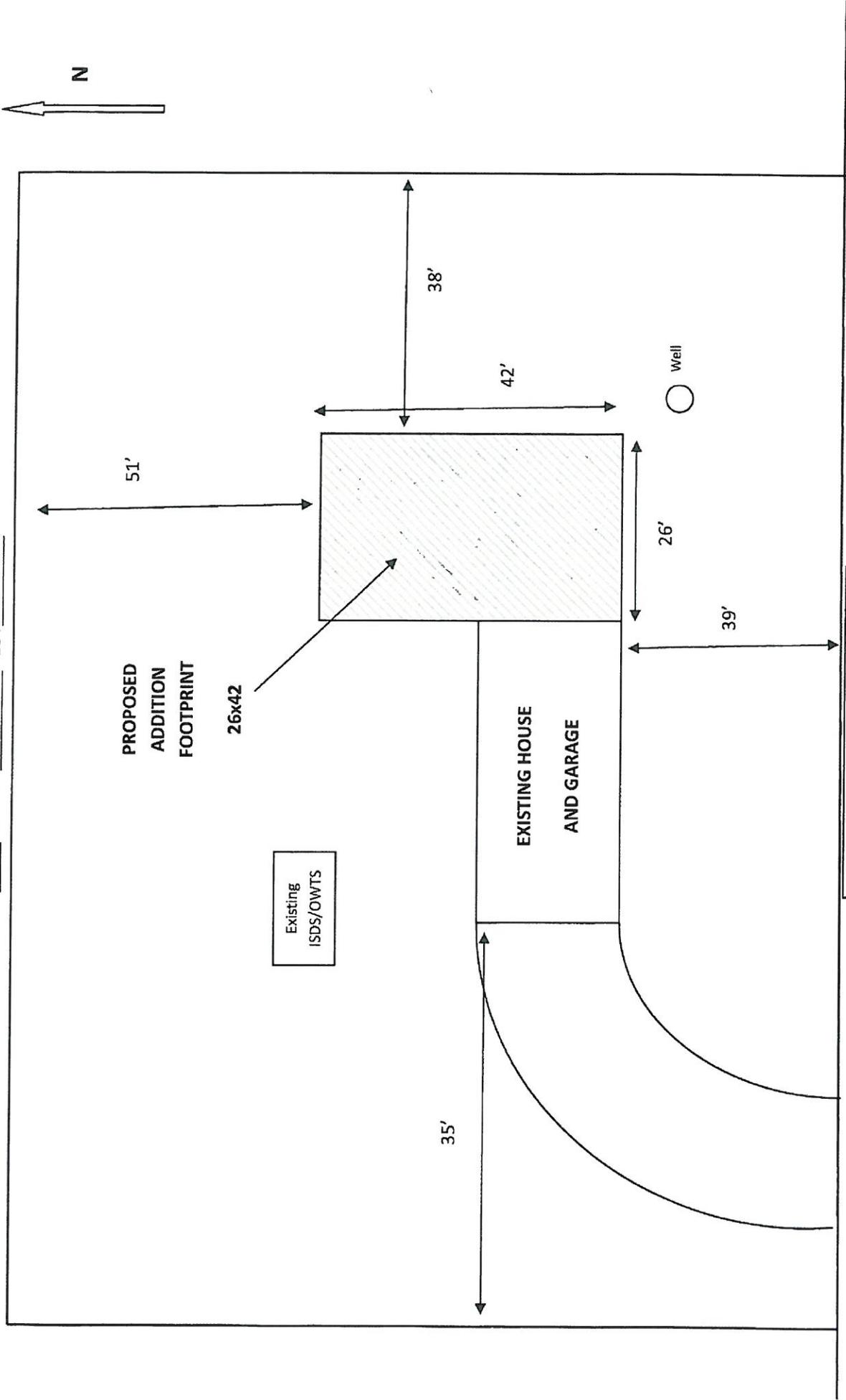
**MAP FOR REFERENCE ONLY
 NOT A LEGAL DOCUMENT**

Town of Exeter, RI makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated 12/31/2015
 Properties updated 12/31/2015

SITE MAP EXAMPLE

AP _____ BLOCK _____ LOT _____



SITE MAP REQUIRES THE ACCURATE LOCATION OF ALL EXISTING AND PROPOSED STRUCTURES (INCLUDING DECKS, SHEDS, BARNs, AND DWELLING UNIT) WILL ALL BOUNDARY SETBACKS CLEARLY MARKED.

DRAW NORTH ARROW AND IDENTIFY THE NEAREST ROAD



TOWN OF EXETER, RI

ZONING FEES

ZONING APPLICATION FEE: The fee of **\$300** must accompany each Zoning Application payable to the “Town of Exeter”.

CONTINUANCES: Any application that is continued beyond **2** Zoning Board meetings for any reason, will be billed a **\$75.00** fee for each additional advertisement placed in the Standard Times.

APPEAL HEARINGS: The applicant shall be responsible to pay the **\$300.00** fee for obtaining a stenographer, in addition to the application fee in the amount of **\$300**. Unless otherwise directed the Zoning Clerk will be responsible for confirming the appearance of the stenographer.

EXTENSIONS: Requests for an extension beyond the one (1) year time allotment for new construction and six (6) month time allotment for additions/modifications to existing uses, commencing at the time of the variance approval to the issuance of the construction permit shall require a fee of **\$50.00** payable to the Town of Exeter.

Lorrie Field
Zoning Board Clerk



Town of Exeter, RI

2019 ZONING BOARD MEETING SCHEDULE & APPLICATION DEADLINES

<u>MEETING DATE</u>	<u>* DEADLINE FOR APPLICATIONS</u>
January 10, 2019	November 19, 2018
February 14, 2019	December 17, 2018
March 14, 2019	January 21, 2019
April 11, 2019	February 25, 2019
May 9, 2019	March 25, 2019
June 13, 2019	April 22, 2019
July 11, 2019	May 20, 2019
August 8, 2019	June 24, 2019
September 12, 2019	July 22, 2019
October 10, 2019	August 26, 2019
November 14, 2019	September 23, 2019
December 12, 2019	October 21, 2019

All meetings start at 7:30 p.m. and are held at the Exeter Town Hall, Council Chambers, 675 Ten Rod Rd, Exeter, unless otherwise indicated