



Town of Warren, Rhode Island

Town Hall • 514 Main Street • 02885

www.townofwarren-ri.gov

Zoning Board of Review

401-245-7343 • 401-245-0595 (fax)

VARIANCE, SPECIAL USE PERMITS, EXTENSIONS, APPEALS Application Instructions and Meeting Information

MEETING

- The regular monthly meeting of the Warren Zoning Board of Review is held on the third (3rd) Wednesday of each month at 7:00 PM in the Council Chambers at the Town Hall.
- **COMPLETE** applications must be received in the Building Department on or before the third (3rd) Wednesday of the preceding month in which the application is to be heard.
- The petitioner or his authorized agent must appear at the meeting to present the petition.
- Applications that require review by any other Town Board or State agency will not be heard until a report or approval have been received by the Zoning Board.

APPLICATIONS

- Please complete the required forms using **BLACK** pen.
- All attachments must be no larger than 11" x 17". Plans larger than this will not be accepted.
- All required forms must be submitted together with the appropriate # of copies.
- Completed **Petition for Variance, Special Use, Appeal, or Extension** form—depending upon what the applicant is asking for. (original copy only)
- Completed **Addendum of Facts** form. (original copy only)
- Completed **Abutter List** form—all pages. State Law requires notification to all abutter's within a two-hundred foot (200') radius of the subject property. The applicant is responsible for providing this list. Mailing labels or pre-addressed envelopes for each abutter must also be provided by the applicant. (10 copies)
- **Location Plan**—with 200' radius of abutters from subject property. This plan should be a copy of the Plat Map(s) found in the Building Department. Please use a heavy, felt tip pen to draw the 200' radius. (10 copies)
- **Site Plan**—must include: dimensions of the property, name of adjacent streets, "North" arrow. Existing structures (including pools, sheds, garages)—with dimensions (drawn with a solid line) indicating distances to the nearest property line. Proposed structures—with dimensions (drawn with dashed lines, or shown in color) indicating distances to the nearest property line. If parking is required, it must be shown on this plan with appropriate dimensions. This plan must be drawn to a scale indicated on the plan. (original copy only)
- **Floor Plans**—scaled plans for all uses that require a Special Use Permit must be submitted. Variance requests (at the Zoning Officers discretion) must be submitted. (original copy only)
- **Elevation Plan**—must include maximum height of existing and proposed structures. Must be drawn to a scale indicated on the plan. This plan shall be required at the Zoning Officer's discretion. (10 copies)
- **Signs**—Sign applications must include a rendering of proposed sign with dimensions. Existing signs and proposed signs must be noted on the Site Plan.
- **Notice of Assistance**—must be signed and returned with application.

VARIANCE, SPECIAL USE PERMITS, EXTENSIONS, APPEALS
Application Instructions and Meeting Information

(continued)

FEES

- **Residential Application** \$125.00
- **Commercial Application** \$225.00
- **Waterfront Overlay Development Plan Review Application** \$25.00 plus \$30.00 (advertising fee)
- **Abutter Notification** \$3.00 per abutter

APPLICANT RESPONSIBILITIES AFTER THE MEETING

- After the meeting, a **Decision** will be prepared by the Warren Town Solicitor unless you have an attorney who represented you. In this case, it will be their responsibility to prepare a decision. The decision will be reviewed and signed by the chairman of the Zoning Board. The decision will be dated and recorded in Land Evidence.
- The applicant/owner has one year from the date of recording to act on any decision of the board. Failure to act will result in the loss of relief granted by the board and you will have to re-file a new petition. You may file for an extension within 6 weeks of the one-year anniversary.
- Any person who is aggrieved by a decision of the Zoning Board has 20 calendar days from the date of recording in Land Evidence to file an **Appeal** in Superior Court.
- You must obtain a **Building Permit** for the work that was approved by the Zoning Board.



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PETITION FOR APPEAL

(for office use only) Date received _____ Application Number _____

To the Honorable Board of Review of the Town of Warren, Rhode Island,
The subscriber, your petitioner, respectfully requests that they be granted an
Appeal from the terms of the Zoning Ordinance,

Section(s) _____

For the property located at _____

Tax Assessor's Plat _____ Lot(s) _____

Petitioner requests that an **Appeal** be granted as follows: _____

Petitioner requests this **Appeal** in accordance with the standards set forth in
Section 32-19 (A) of the Town of Warren Zoning Ordinance.

APPLICANT'S SIGNATURE _____ Date _____

PROPERTY OWNER'S SIGNATURE _____ Date _____

(office use only) Application accepted: _____ Date _____



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ADDENDUM OF FACTS

(for office use only) Date received _____ Application Number _____

Applicant _____ Address _____

Daytime Phone Number(s) _____

Property Owner _____ Address _____

Location of Premises _____

Assessor's Plat _____ Lot(s) _____ Zoning District _____

Lot Dimensions: Frontage _____ Depth _____ Area _____

Lot Coverage (sq. ft., %): (existing) _____ (proposed) _____

Use of the Premises: (existing) _____ (proposed) _____

Size of structure (footprint): (existing) _____ (proposed) _____

Number of stories: (existing) _____ (proposed) _____

Parking spaces: (existing) _____ (proposed) _____

Public Water _____ Well _____ Public Sewer _____ ISDS _____

Is the property located in wetlands or a flood zone? _____

Additional approvals received or needed (e.g. Planning Board/DEM/Coastal):

Reason for seeking relief: (explain relief requested in your own words)

Applicant's signature _____ Date _____

Property owner's signature _____ Date _____

(for office use only)

Application accepted: _____ Date _____



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APPLICATION CHECKLIST

- Petition for Variance, Special Use Permit, Appeal, Extension(original)
- Addendum of Facts (original)
- Site/Plot plan
- Location plan (original + 10 copies)
- Elevation plans (original + 10 copies)
- Floor plans (original)
- Notice of Assistance
- Abutter list (original + 10 copies)
- Abutter envelopes or address labels
- Original signatures
- Payment/check



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NOTICE OF ASSISTANCE

As the owner/applicant for the Warren Zoning Board petition # _____ I understand that the information provided for this application is true to the best of my knowledge. Further, although I may have received assistance in preparing the application, I have reviewed all of the documents for this petition and I understand that the accuracy of this information is my responsibility.

Owner/applicant name (print) _____

Application prepared by _____

Signature _____

Date _____