

CHECKLIST FOR ZONING AMENDMENTS:

APPLICANT MUST SUBMIT:

1. Petition (Original plus 20 copies – Original to Donna/9 to Council/11 to Planning Bd)
2. Description of property in ordinance form
3. List of abutters within 200 feet (At public hearing or prior to, attorney must submit green “return receipt” cards to Town Clerk)
4. Map showing area to be rezoned (should include current zoning districts and boundaries and proposed zoning districts and boundaries, names of surrounding streets) (Map will be used in newspaper ad – cost of ad is borne by applicant)
5. Required Fees:
 - a. Cost to file petition (\$750.00)
 - b. \$200 transcript cost (held by the Town)
 - c. Petitioner is responsible for scheduling stenographer & cost of same.
6. Petition will be placed on a Regular Meeting agenda to be ordered adv. for public hearing

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260 Attachment 5

Town of Westerly

APPENDIX E

Zoning Ordinance and Zoning Map Amendment Application Checklist

[Amended 5-14-2007 by Ch. No. 1601; 1-11-2010 by Ch. No. 1698; 6-13-2011 by Ch. No. 1753]

The application for a **Zoning Ordinance amendment** shall be submitted to the Westerly Town Council, consisting of an original application and 20 copies of the following items:

- A. Written statement as to the purpose of and need for the amendment, supported by relevant sections of Westerly's Comprehensive Plan.
- B. Written statement as to proposed use of the rezoned property. (Refer to §§ 260-17 and 260-18 of Westerly Zoning Ordinance.)
- C. Site plan prepared by, and signed and stamped by, a professional engineer and/or professional land surveyor, as required by Rhode Island General Laws, preferably at a scale of one inch equals 40 feet, but no less than one inch equals 100 feet, clearly showing:
 - (1) Name and address of property owner(s) and applicant(s);
 - (2) Date, North arrow, graphic scale, affected lot(s) and area (square feet or acres);
 - (3) Plat(s), lot(s) and 911 addresses(s);
 - (4) Current zoning district boundaries and existing uses of all neighboring properties;
 - (5) Proposed zoning district and boundaries of said district;
 - (6) Existing and proposed structures, and their relationship and distances from lot lines and zoning district boundary lines;
 - (7) FEMA flood hazard zone, wetlands and coastal features boundaries, if present;
 - (8) Existing and proposed streets, driveways, parking areas and walkways;
 - (9) Existing and proposed landscaping, as it relates to the request;
 - (10) Existing and proposed wells, septic systems and public utilities;
 - (11) Any peculiar site conditions or features;
 - (12) Topography as may be taken from United States Geological Survey 7.5 minute series maps.
- D. List of names and addresses of all current property owners within 200 feet of subject property(ies) and/or all those property owners and entities which require notice under RIGL 45-24-53, and in compliance with § 260-28D of the Zoning Ordinance.
- E. A soil erosion and stormwater control plan with supporting calculations based on standards approved by the USDA Natural Resources Conservation Service and in conformity with the Rhode Island Erosion and Sediment Control Handbook.
- F. A letter from a biologist indicating that there are no coastal or freshwater wetlands on or in proximity to the site. In those cases where the application is regulated by the Rhode Island Freshwater Wetlands Act or the Rhode Island Coastal Resources Management Council (CRMC), a physical alteration permit issued by the Rhode Island Department of

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Environmental Management (RIDEM) and, where applicable, the United States Army Corps of Engineers shall be required.

- G. Where construction requires approval by RIDEM Office of Water Resources for an OWTS (on-site wastewater treatment system) or change of use permit for the proposed activity, attach a copy of the required application.
- H. Traffic study prepared by a professional engineer addressing the potential impacts of the proposed zoning amendment.
- I. Provide evidence that there is sufficient water supply/wastewater treatment capacity to support activities allowed by the proposed zoning amendment and that the water supply is of drinking water quality.

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Application for Zoning Ordinance Amendment

To: Westerly Town Council
Westerly Town Hall - 45 Broad Street
Westerly, RI 02891

Date: _____

The undersigned hereby applies to the Westerly Town Council for a Zoning Ordinance amendment in accordance with the provisions of § 260-28 of the Westerly Zoning Ordinance, in the manner and on the grounds hereinafter set forth. All required checklist items must accompany the application in order to be considered a complete application (Attach additional sheets as necessary.)

Check as appropriate: [] Map Amendment
[] Text Amendment

Applicant(s): _____

Address: _____

Owner(s): _____

Address: _____

- 1. Filing instructions:
a. Original application and 20 copies, typed or legibly printed, must be filed with the Town Clerk.
b. An application fee of \$750, plus legal advertising and recording fees, shall accompany the application to cover costs of processing (payable to "Town of Westerly").
c. In addition to the \$750 fee, the applicant shall be responsible for all additional costs, if any, incurred by the Town in the course of review of this application, such as third-party review, cost of additional advertising, and stenographic fees, and will be billed when the final costs have been determined.

2. Plat(s): _____ Lot(s): _____ Current Zoning District(s): _____

911 Address: _____

3. Proposed Zoning District: _____

4. Affected area (square feet or acres): _____

5. Year which lot(s) were platted and recorded: _____

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- 6. Present use of premises: _____
- 7. Describe existing building(s) on premises (square feet): _____
- 8. Proposed use of premises: _____
- 9. Describe proposed building(s) (height and square feet): _____

10. Preliminary development plans submitted to Planning Board and Zoning Official:

Yes No

11. Indicate the provision or regulation of the Westerly Zoning Ordinance under which application for **Zoning Ordinance amendment** is made:

12. Clearly state the grounds for which this **Zoning Ordinance amendment** is sought:

Respectfully submitted,

Signature: _____

Print Name: _____

Mailing Address: _____

Phone Number: _____