

TOWN OF WESTERLY

**APPEAL TO THE ZONING BOARD OF REVIEW
APPLICATION CHECKLIST**

The application for an **Appeal to the Zoning Board of Review** must be accompanied with the following information. All required checklist items must accompany the application in order to be considered a complete application.

- A. Copies of all documents filed with the local official or local agency from which the appeal is taken.
- B. Copies of all decisions of the official or agency from which the appeal is taken.
- C. The record of any proceeding from which the appeal is taken.
- D. Ten (10) copies of a map indicating all property owners within 200 feet of the subject property and/or all those property owners and entities which require notice under R.I.G.L. Section 45-24-53 and Section 260-41(B) of the Zoning Ordinance. Said map shall also depict any zoning district boundaries.

APPLICATION FOR APPEAL TO THE ZONING BOARD OF REVIEW

To: Westerly Zoning Board of Review
Westerly Town Hall – 45 Broad Street
Westerly, RI 02891

The undersigned hereby applies to the Westerly Zoning Board of Review for an **APPEAL** pursuant to the provisions of **Section 260-41** of the Westerly Zoning Ordinance, affecting the following described premises in the manner and on the grounds hereinafter set forth.

Applicant(s): _____ Address: _____

Owner(s): _____ Address: _____

Lessee: _____ Address: _____

1. Filing Instructions:

- a. Original application and ten (10) copies, typed or legibly printed, must be filed with the Board of Review.
- b. Filing fee in the amount of **\$200.00** shall accompany an application to the Zoning Board of Review to cover the costs of processing (Payable to “Town of Westerly – Zoning”). In addition to the \$200.00 fee, the applicant shall also be responsible for all costs incurred by the Town in the course of review of this application, and will be billed when the final costs have been determined.
- c. All required checklist items for an **APPEAL** must accompany the application in order to be considered a complete application.

2. Plat: _____ Lot: _____ Zoning District: _____

3. 911 Address: _____

4. Dimensions of Lot: (Frontage) feet by (depth) feet Area;(Square Ft. or Acres)

5. Present use of premises: _____

6. Proposed use of premises: _____

7. Is there a building on premises at present: _____

8. How long have you owned the premises: _____

9. Year that lot was platted and recorded: _____

10. Have plans been submitted to Zoning Inspector: _____

11. Size (in square feet) of all existing buildings and accessory structures: _____

12. Size (in square feet) of all proposed buildings and accessory structures:

13. Describe extent of the proposed alterations:

14. Indicate the section of the Westerly Zoning Ordinance under which application for an **APPEAL** is made:

15. Clearly state the grounds for which this **APPEAL** is sought:

Respectfully submitted,

Print Name: _____

Signature: _____

Address: _____

Phone Number: _____

TOWN OF WESTERLY
AFFIDAVIT OF NOTICE
FOR APPEAL TO THE ZONING BOARD OF REVIEW

Re: Petition of _____

Assessor's Plat _____ Lot _____ Zoning District _____

In accordance with **Section 260-41(B)** of the Zoning Ordinance, I hereby certify that I have sent written notice of the **date, time and place of the public hearing** with the nature and purpose thereof to the parties of interest.

I certify that this notification was sent by **both first class mail, postage prepaid and by certified mail**, return receipt requested to all those owners of real property or other entities which would require notice under **R.I.G.L. Chapter 45-24-53 at least 14 days prior to the date of the hearing.**

Notice shall be sent to the last known mailing address as shown on the current real estate tax assessment records, and if such **address is different** from the property address, also to said property address **by first class mail, postage prepaid**. Said notice shall include the street address of the property for which the variance is sought. A copy of the list of names and addresses and a locus map are attached.

Witness my hand this _____ day of _____, 200

Applicant or Attorney

Subscribed and sworn to before me this _____ day of _____, 200

by _____.

Notary Public