TOWN OF RICHMOND

5 Richmond Townhouse Road, Wyoming, RI 02898

www.richmondri.com (401) 539-9000 Fax (401) 539-1089

APPLICATION FOR AMENDMENT TO THE ZONING ORDINANCE

Date of application: _____

APPLICANT: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell phone number: _____ E-mail: _____

If the applicant is not the property owner, please provide the information below, and attach a letter from the owner, with a notarized signature, authorizing the applicant to submit the application.

OWNER: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____ Email(s): _____

Narrative

Please explain the purpose of the proposed zoning ordinance amendment and how it is consistent with the Richmond Comprehensive Community Plan. Attached extra sheets if necessary.

_____

_____

_____

_____

Application requirements

- Before the application is submitted, the applicant should meet with the Town Planner to discuss the application. The Town Planner will determine how many copies of the application must be submitted.

- An application fee in the form of a $500 check payable to the Town of Richmond must be submitted with the application.

- The Town Council conducts a public hearing on each proposed amendment to the zoning ordinance. The public hearing must be advertised in the newspaper for three consecutive weeks. The applicant is required to pay the cost of the advertisement. The Town Clerk will notify the applicant of the amount.

TEXT AMENDMENTS

If the proposed amendment to the zoning ordinance is an amendment to the text, not to the zoning map, attach a separate sheet describing the proposed amendment. If changes in existing text are proposed, the amendment should be submitted in the strikethrough and underline format, with words to be deleted struck through and words to be added underlined.

MAP AMENDMENTS

If the proposed amendment is a specific change in the zoning map that does not affect zoning districts generally, please provide the following:

Property information

Street address: _____

Assessor's plat and lot number(s): _____ Lot area: _____

Current zoning district(s):_____

Designation of property on Comprehensive Plan Future Land Use Map: _____

Maps and plans

- A map of the property that is the subject of the amendment and the area within 200 feet of the subject property, showing existing lot boundaries, existing and proposed zoning district boundaries, existing streets with their names, and town boundaries if applicable. This map, which will be included in the newspaper advertisement, should be at a scale that allows the proposed changes to be clearly visible. The map must be prepared and stamped by a registered land surveyor.

- A full-size plan of the site showing existing lot boundaries, existing and proposed zoning district boundaries, existing streets with their names, and all existing and proposed structures and improvements. The plan should be at a scale that allows the proposed changes to be clearly visible when the plan is reduced to 11 x 17 inches. The plan must be prepared and stamped by a registered land surveyor.

Owners of property within 200 feet

The applicant must send personal notice by certified or registered mail at least 14 days before the date of the public hearing to the owner of every property within 200 feet of the perimeter of the subject property. The Town Clerk will provide the notice to be sent. The following information must be submitted with the application:

- A copy of the portion of the Tax Assessor's Plat map showing the subject property and all lots within 200 feet of the perimeter of the subject property.

- The names and addresses of the owners of all property within 200 feet of the perimeter of the subject property. The addresses must be the mailing addresses of the property owners, not the addresses of the parcels themselves.

Contact information for the applicant's professionals

Applicant's attorney _____

Address: _____

City: _____ State: _____ Zip: _____

Phone _____ E-mail: _____

Applicant's engineer _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Applicant's surveyor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

_____

SIGNATURE OF APPLICANT

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MUNICIPAL REVIEW

Application reviewed by Public Works Director: Date: _____ Initial: _____

Comments:

_____

_____

_____

Application reviewed by Zoning Enforcement Officer: Date: _____ Initial: _____

Comments:

_____

_____

_____

Application reviewed by Conservation Commission: Date: _____ Initial: _____ Report attached? _____

Verification by Tax Collector that there are currently no outstanding property taxes due.

Date: _____ Initial: _____

Date of public hearing: _____

Date amendment approved by Town Council: _____

01/28/04
03/19/04 rev.
06/13/07 rev.
11/04/09 rev.
02/09/15 rev.