

**TOWN OF RICHMOND**

Richmond Town Hall, 5 Townhouse Road, Wyoming, RI 02898 • (401) 539-2497 ext. 6

**APPLICATION FOR AMENDMENT  
to COMPREHENSIVE PLAN**

Date: \_\_\_\_\_

**Applicant and owner:**

Applicant: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

If the applicant does not own the property, who is the owner?

Owner: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

**Property:**

Please describe the property (if map amendment is requested):

Address (street number and street) \_\_\_\_\_

Assessor's Map(s) \_\_\_\_\_ Lot(s) number \_\_\_\_\_ Lot area \_\_\_\_\_ Zoning district \_\_\_\_\_

**Amendment requested:**

If you are requesting a map amendment, please state:

Current designation: \_\_\_\_\_ Proposed designation: \_\_\_\_\_

If you are requesting a text amendment, please describe it: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CHECKLIST of required documents to accompany application:**

**Eighteen copies of the following documents must be filed with the application:**

- \_\_\_ A petition or other narrative document addressed to the Town Council and Planning Board describing the current and proposed use of the property, proposed improvements to the property, the reason for the Comprehensive Plan amendment request, and any other relevant information.

FOR MAP AMENDMENT:

\_\_\_ A copy of the map proposed to be amended, showing the area proposed for amendment, drawn to a suitable scale.

FOR TEXT AMENDMENT:

\_\_\_ A copy of the existing language the applicant proposes to amend, and a copy of the proposed new language, prepared according to the applicable provisions of the State Guide Plan. The applicant is urged to review all proposed text amendments carefully for consistency with other elements of the Comprehensive Plan.

**COSTS to be borne by applicant:**

- Application fee of \$500 (For both Comprehensive Plan and Zoning Ordinance amendment, \$800.)
- Cost of all required newspaper advertisements. The Town Clerk will bill the applicant after the newspaper advertisement appears.

**Signature of Applicant:** \_\_\_\_\_

**Signature of Owner**, if Applicant is not the owner: \_\_\_\_\_

Attorney for Applicant: \_\_\_\_\_

\_\_\_\_\_

Engineer for Applicant: \_\_\_\_\_

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**RECORD OF SUBMISSION AND HEARING DATES**

- \_\_\_\_\_ Date submitted to Town Clerk
- \_\_\_\_\_ Date submitted to Planning Department
- \_\_\_\_\_ Date application certified as complete
- \_\_\_\_\_ Date of newspaper notice for public hearing
- \_\_\_\_\_ Date of Planning Board public hearing
- \_\_\_\_\_ Date of Planning Board action taken
- \_\_\_\_\_ Date Planning Board recommendation transmitted to Town Council
- \_\_\_\_\_ Date of Town Council public hearing
- \_\_\_\_\_ Date of completion of Town Council public hearing
- \_\_\_\_\_ Date of Town Council decision

1/28/04  
3/19/04 rev.  
11/4/09 rev.