



Modification Request Application

Town of Burrillville Building & Zoning Department

Application # _____

Town Hall Annex, 105 Harrisville Main St., Harrisville, RI 02830-1499 401-568-4300 x128

In accordance to RIGL 45-24-46 General Provisions-Modification and the Burrillville Zoning Ordinance 30-33 Modifications, I hereby submit the following information for Zoning Board consideration and public hearing.

Applicant (1): _____ Phone: _____

Address: _____ Email: _____

Applicant (2): _____ Phone: _____

Address: _____ Email: _____

OWNER (1): _____ Phone: _____

Address: _____ Email: _____

OWNER (2): _____ Phone: _____

Address: _____ Email: _____

PROPERTY DETAILS:

Street Address: _____ Pole # _____ Village _____

Assessor Map & Lot _____ Current Zoning District: _____

Size of Lot: Width _____ Depth _____ Total Area _____ (Acres/Sq. Ft.)

Is Property in the Aquifer Zone: No ☐ Yes ☐ What Zone(s)? _____

Ownership Tenure: Date of current owner purchased said property: _____

Will ownership of this property be transferred from the current owner to the applicant for development purpose? Yes ☐ No ☐ Does Not Apply ☐

Development Status and Proposal

Existing Developmental State: Are there any buildings on the property at present? No ☐ Yes ☐ How many buildings? _____

IDENTIFY the Size and Use of each building: (use additional sheets of paper if necessary)

Building Type	Height	Area (Sq.Ft.)	Use

Proposed Development:

Have construction/building plans been submitted and reviewed by the Office of the Burrillville Building Official?

Yes ☐ No ☐ Does Not Apply ☐

If YES, was a Building Permit refused? Yes ☐ No ☐

Identify proposed activity, action, or use for which Variance from the terms of the Zoning Ordinance is requested. **Include amount(s) of relief requested.**

List precise article(S) and section(S) of the Zoning Ordinance from which Variance is requested. Describe applicable regulation of standard and the variance that is requested.

Identify grounds for modification. The applicant is required to relate this application request to the criteria governing the granting of a Modification as set forth in Sec. 30-73(c) of the Zoning Ordinance.

Upon receipt of a modification request, the zoning enforcement officer has 10 days to render a decision as to the suitability of the requested modification based upon the following:

1. Modification request is reasonably necessary for the full enjoyment of the permitted use;

2. If granted, neighboring property/properties will neither be substantially injured nor its appropriate use substantially impaired; _____
3. Modification request does not require variance of flood hazard requirement (unless the building is build in accordance with applicable regulations); _____
4. Modification requested does not violate any freshwater/coastal wetlands regulations/rules. _____

If the Zoning Official grants modification:

For 5% or less of the dimensional requirements, the Zoning Official has the authority to approve the modification and issue a permit without any public notice requirements.

For greater than 5% but not more than 15% of the dimensional requirements, the Zoning Official must notify by mail all abutting property owners and publish notice in a local newspaper (at the expense of the applicant) with a 14-day opportunity for public appeal in writing.

The Zoning Official may apply any special conditions to a modification approval/permit as determined to conform to the intent and purposes of the Zoning Ordinance.

No decision shall be final until a Findings of Fact is recorded in the Town's land evidence records.

A modification approval shall expire 12 months from the date of approval by the Zoning Official, unless the applicant who has been granted relief obtains a building permit and is actively engaged in the project's construction.

SIGNATURE PAGE

I/We, the undersigned, swear that all information provided in this application is to the best of my/our knowledge complete and correct in every detail. By signing this application, I am giving my permission for staff and members of the Zoning Board of Review to go onto my property for purposes of a site inspection.

OWNER(S)	APPLICANT(S)
_____ Owner 1 Name (print or type)	_____ Applicant 1 Name (print or type)
_____ Owner 1 Signature	_____ Applicant 1 Signature
_____ Owner 2 Name (print or type)	_____ Applicant 2 Name (print or type)
_____ Owner 2 Signature	_____ Applicant 2 Signature
Date: _____	Date: _____

AGENT/ATTORNEY:	
Name: _____	Firm: _____
Address: _____	Phone: _____
Representing: _____	Email: _____

CERTIFIED COMPLETE	
Application and checklist certified complete by: _____ Date: _____	
Fee paid: Date: _____ Amt: \$ _____ Check# or cash: _____ Received by: _____	

MODIFICATION REQUEST APPLICATION CHECKLIST

A request for relief from the Zoning Ordinance is a legal proceeding with burden on the applicant to correctly complete the application, provide the necessary supporting material and to present competent evidence before the Zoning Board of Review.

A certified complete application must be submitted to the Burrillville Building/Zoning office (Town Hall Annex, 144 Harrisville Main St., Harrisville, R.I. 02830 by the posted deadline to be placed on the next Zoning Board meeting.

The following items must be completed and initialed to certify the application as complete. Additional requirements may be added by the Zoning Official.

1. ____ Meet with the Zoning Official to 1.) review your plan and 2.) application and 3.) obtain a CURRENT copy of the radius map and abutters list.
2. ____ Submit application to the Building Official for review of completeness. Packet must include at a minimum:
 - ____ Application forms to include cover, type/request, signature and checklist page.
 - ____ Plot plan drawn to scale showing the dimensions and locations of all existing and proposed buildings or structures, or additions, plus such building plans, floor plans, sketches and drawings as may be necessary to provide complete information relative to the relief sought by the applicant.
 - ____ Radius Map (scale not less than 200 feet/inch showing all property, street names, plat, and lot numbers within 200' (two hundred feet) radius.
 - ____ Abutters list- list of all property owners within the 200' (two hundred feet) radius which identifies the name, address, mailing address if different, map and lot number, for each property owner. In addition, where applicable, a list of parties entitled to notice under Sec. 30-33(d) shall be included. This list will be used to notify abutters of the applicant's petition before the Zoning Board.
3. ____ Submit full payment of applicable fees made out to Town of Burrillville.
 - ____ \$100 application fee
 - ____ \$175 for legal ad fee
 - ____ Abutter notice fee (# of notices x \$2.75)