



Case # \_\_\_\_\_

Hearing Date \_\_\_\_\_

## Special Use Permit Application to the Zoning Board of Review

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

**\*\*All application steps must be completed prior to placement on agenda. Please see instruction page \*\***

In accordance to RIGL 45-24-42 General Provisions-Special Use Permits and the Burrillville Zoning Ordinance 30-34 (E) Special Use Permit, 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 use, action, or activity for which Special Use Permit is requested.**


**List precise article(s) and section(s) of the Zoning Ordinance which authorize consideration of the Special Use Permit**


**Identify grounds for the Special Use Permit.** The Applicant is required to relate this application request to the criteria governing the granting of a Special Use Permit as set forth in Sections 30-34.(e)(5) and Section 30-214 of the Zoning Ordinance

Any proposed land use that is not specifically listed in section 30-71 may be presented by the applicant to the zoning board of review for an evaluation and determination of whether the proposed use is of a similar type, character, and intensity as a listed use requiring a special use permit. Upon such determination, the proposed use may be considered to be a use requiring a special use permit.

The granting of the Special Use Permit will not alter the general character of the surrounding area or impair the intent or purposes of this chapter or the Comprehensive Plan. In so doing, the board shall consider, where applicable, the criteria set forth in Section 30-214. Please reference Chapter 30 Section 30-214 and list out your specific criteria below or on a separate page if necessary.

1.

2.

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

When a use is permitted by Special Use Permit, the Zoning Board may grant dimensional relief in conjunction with said Special Use Permit if the special use could not exist without the dimensional variance. The Zoning Board of Review shall consider the Special Use Permit and the Dimensional Variance together to determine if granting the special use is appropriate based on both the special use criteria and the dimensional variance evidentiary standards.

## 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)
_____ <b>Owner 1</b> Name (print or type)	_____ <b>Applicant 1</b> Name (print or type)
_____ Owner 1 Signature	_____ Applicant 1 Signature
_____ <b>Owner 2</b> Name (print or type)	_____ <b>Applicant 2</b> 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: _____	

## **ZONING BOARD OF REVIEW 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.

**Per Zoning Ordinance Section 30-34 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 draft 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. 30-35(a)(4) 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 hearing invoice with fee breakdown of: 1.) \$250 hearing fee, 2.) \$175 for legal ad fee, 3.) abutter notice fee (# of notices x \$2.75). Full payment due made out to Town of Burrillville.
4. \_\_\_\_ Submit **the original certified complete application packet for permanent file and 10 collated and stapled copies** of the complete application packet for Zoning Board member review.
5. \_\_\_\_ The applicant shall post (at minimum) a **24-inch square sign with two-inch letters** on the subject property stating that a special use permit or variance is being requested. This sign must be posted in a visible location from the street for at least **2 weeks prior** to the hearing date. **Failure to comply may result in the application being continued.**

### **PUBLIC HEARING REQUIREMENT**

No application for a Special Use Permit, Variance, or Appeal, to the Burrillville Zoning Ordinance shall be approved by the Zoning Board of Review until after a Public Hearing has been held upon the Application. Written notice of the time and place of such Public Hearing, and the purpose thereof, shall be made by the Zoning Board of Review to all owners of any Real Property within 200' (two hundred feet) of the perimeter of the Real Property, which is the subject matter of the application. Publication of such Notice shall also be made in a newspaper of general circulation within the Town of Burrillville at least fourteen (14) days prior to the date of such Hearing. Any party may appear at the Public Hearing in person, by agent, or by attorney and may present such experts or witnesses that may have information relating to the Application.

**EXTENSION REQUESTS FOR A VARIANCE OR SPECIAL USE PERMIT:** A request for a single one-year extension may be submitted in writing by the applicant (before the application deadline) for the Zoning Board to consider **prior** to the variance or special use permit expiring.

**CASE CONTINUATION REQUEST:** A request for a single one-month continuation of a Zoning case will be accepted by the Zoning Board.