

CITY OF PROVIDENCE
DEPARTMENT OF INSPECTION + STANDARDS - ZONING DIVISION

APPLICATION FOR ADMINISTRATIVE MODIFICATION:

REQUEST FOR RELIEF OF 15% OR LESS FROM A DIMENSIONAL STANDARD OF THE ZONING ORDINANCE
PURSUANT TO ZONING ORDINANCE SECTION 1903, AND RI GENERAL LAWS § 45-24-46

INSTRUCTIONS

- **Before submission of an online application for Administrative Modification**, please contact the Secretary to the Board and the Zoning Assistant via email with a description of the proposed project and requested relief and applicable project plans:
 - **Secretary to the Zoning Board:** Alexis Thompson, athompson@providenceri.gov
 - **Zoning Assistant:** Bopha Sath, bsath@providenceri.gov
- Applications must include an Attestation/Owner Authorization Page signed by the Applicant and the Owner (if different people/entities). ***An applicant must be a person with a financial interest in the property, not an architect, engineer, draftsperson, contractor, or attorney.*** Examples of a non-owner applicant include a current or potential tenant or purchaser.
- Applications must be accompanied by all items in the checklist included with this packet to be considered complete, unless otherwise exempted by the Zoning Official.
- Applications where the request for relief is 5% OR LESS are exempt from the requirement to include direct abutter information.

REQUIRED FEES

The fees required to accompany an application for an administrative modification are related to the cost of the required mailed notice and newspaper advertisement. Based on current rates (as of 2025), this cost is typically between \$400-\$500.

Once the number of mailed notices is determined and the newspaper advertisement is requested by Zoning Division Staff, an applicant will be notified as to the cost and will need to make payment via the online application or by check delivered to the Zoning Office in the Department of Inspection + Standards within 3 days. **If paying by check, make payable to: Providence City Collector - DIS.**

CHECKLIST OF SUPPORTING DOCUMENTATION REQUIRED FOR APPLICATION