

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, draftsman, 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 \$650-\$700.

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.**

ADMINISTRATIVE MODIFICATION APPLICATION INSTRUCTIONS, CONTINUED:

CHECKLIST OF SUPPORTING DOCUMENTATION REQUIRED FOR APPLICATION

The following documents must be provided WITH your application. An application will not be considered complete until all applicable documents are submitted. Applications that require notice will not be processed until the required fees are collected.

_____ **DEED:** The most current deed(s) on file in the office of the Recorder of Deeds, to verify ownership of the subject property.

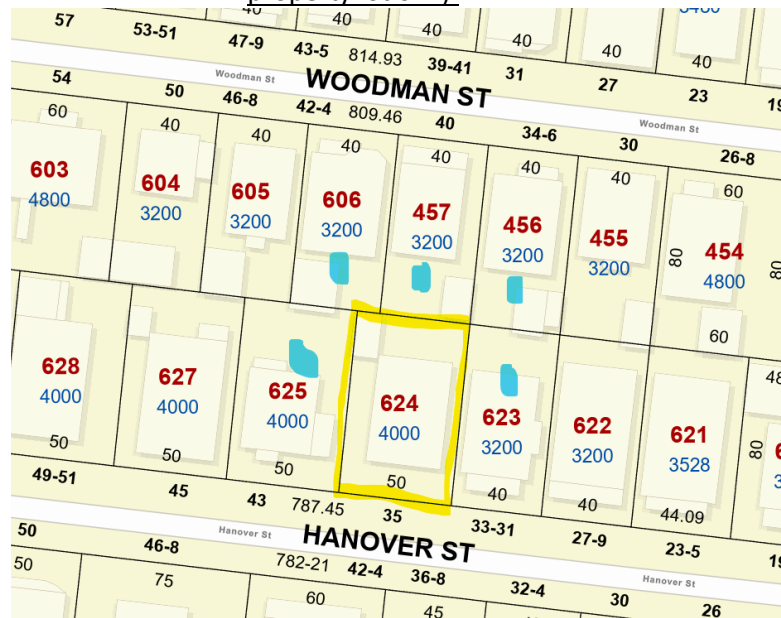
_____ **PLAN(S):** One complete set of plans (preferably 11x17 size) with all applicable dimensions and notes legibly notated (scaled architectural drawings of the proposed building(s) or alteration(s); site plans; parking plans, landscaping plans, etc.). Your plans should detail **exactly** what you intend to do.

***All plans must be signed by the author and must contain the author's full name, address, email address, and telephone number.*

DIRECT ABUTTER INFORMATION:

_____ A plan/map showing the subject property and all directly abutting properties with identifying lot numbers. A screen grab of the location from the *Where's my Parcel and What's my Zone* web application can be used for this requirement and is available here: <https://providence-gis-hub-pvdgis.hub.arcgis.com/>

SAMPLE Direct Abutters Plan (lots 625, 606, 457, 456, + 623 are direct abutters of subject property lot 624):



_____ One list corresponding to all directly abutting properties containing the following information, consistent with the latest data available in the office of the Providence Tax Assessor:

- The plat and lot number of each directly abutting property
- The corresponding names and MAILING addresses, including zip codes, of all property owners of each plat and lot number listed.

_____ One set of mailing labels with names and full MAILING ADDRESSES of each property owner(s) of the directly abutting properties.