

# CITY OF PROVIDENCE ZONING BOARD OF REVIEW

DEPARTMENT OF INSPECTION + STANDARDS

444 Westminster Street, 1<sup>st</sup> Floor, Providence, Rhode Island 02903

## APPLICATION INSTRUCTIONS FOR VARIANCE AND/OR SPECIAL USE PERMIT

### ▪ **General application requirements:**

- 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.
- Attestation/ Owner Authorization Page can be downloaded from the landing page of the City of Providence Zoning Board of Review application in OpenGov, or at the City of Providence Boards of Review website: <https://www.providenceri.gov/inspection/boards-of-review/>

### ▪ **Pre-application review:**

- **Before submission of an online application for Variance or Special Use Permit**, 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](mailto:athompson@providenceri.gov)
  - Zoning Assistant: Boupha Sath, [bsath@providenceri.gov](mailto:bsath@providenceri.gov)
- Online applications via the OpenGov portal must be complete and accurate. A review of the application and materials submitted will be conducted before the submission is deemed complete. Should there be deficiencies, the applicant will be alerted via a change request to the online application and will be notified via the same system when the application has been accepted as complete and a date has been assigned for the hearing, if applicable.
- If you wish to make an appointment to review the application in person, contact Zoning Assistant Boupha Sath for scheduling: [bsath@providenceri.gov](mailto:bsath@providenceri.gov), 401-680-5375
- Please note that the Board and staff accept no responsibility for correcting or completing any application. Nor is the staff permitted to provide specific advice or recommendations regarding any particular application. However, staff may be able to point out deficiencies before the finalized application is submitted, and to assist in explaining the application process, requirements, and general content requirements.

### ▪ **Concurrent Applications:**

If your proposal requires review by another board or commission (Historic District Commission or City Plan Commission, for example), you must obtain that board or commission's approval before submitting an application for a zoning variance or special use permit. See Providence Zoning Ordinance Section 1800D. See also R.I. General Laws § 45-23-61 (regarding submission of proposed subdivisions to City Plan Commission).

### ▪ **Legal counsel and professional representatives:**

There is no requirement that applicants be represented by legal counsel either during the application process or when appearing before the Board. While the Zoning Board does not recommend either for or against the hiring of legal counsel, the Board does caution all applicants that zoning law can be complex. Applicants may choose to have an architect, draftsman, traffic engineer, zoning, or real estate expert testify at the hearing before the Board. **However, the applicant must still appear at the hearing and offer the presentation/testimony of any witness(es).**

*\*\*Zoning Board members and staff are not permitted to make referrals or recommendations regarding legal counsel or other professionals.*

**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 required documents and the applicable filing fee have been submitted.

**DEEDS:**

\_\_\_\_\_ The most current deed(s) for the subject property on file in the office of the Recorder of Deeds

**PLANS:**

- 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.
- For any application related to signs/signage, include 3 scaled representations of the proposed signage in color, including a scaled drawing representing the sign in relationship to all principal and accessory structure(s).
- **All plans must be signed by the author and must contain the author’s full name, address and telephone number.**

**ABUTTER INFORMATION:**

\_\_\_\_\_ One 200’ radius plan drawn from all corners of the lot or lots in question. THE PLAN SHOULD BE SCALED SUCH THAT ALL REQUIRED INFORMATION IS LEGIBLE WHEN PRINTED AT 11x17 OR 8½ x11 SIZED SHEETS. Required information for all lots within the 200’ radius should include the following:

- Lot numbers, street address numbers, owners’ names, building footprints (if any), present use (example: parking lot, vacant lot, gas station, residential including number of dwelling units, etc.), and zoning district boundaries (including overlay districts).

*\* Please note: If the 200’ radius line intersects or tangentially touches any lot(s), such lot(s) must be included fully within the radius. (see sample below on page 3 of Instructions + Fees)*

\_\_\_\_\_ One list corresponding to all properties within the 200’ radius plan 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 property within the 200-foot radius
- The corresponding names and MAILING addresses, including zip codes, of all property owners of each plat and lot number listed.

\_\_\_\_\_ Two sets of mailing labels with names and full MAILING ADDRESSES of each property owner within the 200-foot radius.

**IMAGES:**

\_\_\_\_\_ Four photographs of the Property taken from different angles, taken within seven (7) calendar days of the filing of the complete application. If there are any changes to the Property between the filing of the application and the date of the hearing, the applicant must submit at the hearing photographs reflecting any such changes.

## APPLICATION INSTRUCTIONS, CONTINUED:

### FEE SCHEDULE

The application fee consists of an advertising fee and a processing fee, provided for by Ordinance.

**A. Advertising Fee for each application** **\$115.00**

If the application must be re-advertised (e.g. due to a continuance of the hearing, amendment or modification of an application), the applicant must pay an additional advertising fee.

**B. Processing fees for each application:**

One-family dwelling	\$175.00
Two-family dwelling	\$345.00
Three-family dwelling	\$430.00
Multi-family dwelling -	
For first four units	\$520.00
For each additional unit over four	\$ 80.00
All other uses	\$870.00

***Where there are mixed use codes, the higher fee shall govern.*** In no case shall the sum of the advertisement fee and the processing fee exceed two thousand six hundred (\$2,600.00) dollars. **ALL FEES CAN BE PAID ONLINE VIA THE OPENGOV PORTAL.** If your preference is to pay by check, please make payable to *Providence City Collector* and deliver to Zoning Board staff in the DIS office.

### SAMPLE RADIUS PLAN

