

**CITY OF CRANSTON
ZONING APPLICATION REQUIREMENTS**

PETITION FOR A VARIANCE OR EXCEPTION UNDER THE ZONING ORDINANCE MUST BE FILED AT LEAST THIRTY (30) DAYS BEFORE THE SECOND WEDNESDAY OF THE MONTH, ACCOMPANIED WITH THE PROPER FILING FEE AND STEPS 1 THROUGH 7 COMPLETED AS REQUIRED AND THEN SUBMITTED TO THE ZONING SECRETARY.

APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL REQUIREMENTS ARE MET BY THE FILING DEADLINE!

A MAXIMUM OF EIGHT (8) APPLICATIONS PER MONTHLY MEETING WILL BE HEARD.

THE APPLICANT, OWNER OR ATTORNEY MUST APPEAR AT THE HEARING.

CORPORATIONS MUST BE REPRESENTED BY AN ATTORNEY.

IN THE EVENT OF AN APPEAL OF THE ZONING BOARD'S DECISION, THE APPEALING PARTY IS OBLIGATED TO ORDER A TRANSCRIPT OF SAID HEARING AT THE APPELLANT'S EXPENSE. THE FEE FOR EACH SUCH APPEAL SHALL BE \$500.00 AS REQUIRED BY SECTION 30-43 OF THE CRANSTON ZONING CODE.

FILING FEES:

RESIDENCE, SINGLE FAMILY DWELLINGS (INCLUDES ADDITIONS, ALTERATIONS AND IN-LAWS)	\$150.00
RESIDENCE, TWO FAMILY DWELLINGS, (INCLUDING ADDITIONS AND ALTERATIONS)	\$300.00
MULTI-FAMILY UNITS AND CONDOS (INCLUDING ADDITIONS AND ALTERATIONS)	\$450.00 + 50.00 PER UNIT
COMMERCIAL & INDUSTRIAL BUILDINGS UP TO 5000 SF. (INCLUDING ADDITIONS AND ALTERATIONS)	\$550.00
COMMERCIAL & INDUSTRIAL BUILDINGS 5000 – 10,000 SF. (INCLUDING ADDITIONS AND ALTERATIONS)	\$800.00
COMMERCIAL & INDUSTRIAL BUILDINGS OVER 10,000 SF. (INCLUDING ADDITIONS AND ALTERATIONS)	\$1,050.00

NOTE: ALL COPIES AND PAPERWORK SUBMITTED ARE FOR THE ZONING BOARD USE ONLY AND CANNOT BE RETURNED.

THE FOLLOWING ITEMS ARE REQUIRED FOR ZONING VARIANCE SUBMISSIONS:

- 1. NINE 400' RADIUS MAPS DRAWN TO THE SCALE OF 1" = 100'. DISTANCES ARE MEASURED FROM THE FURTHEST CORNERS OF THE LOT(S) IN QUESTION AND ALL CONTIGUOUS LOTS OWNED DIRECTLY OR INDIRECTLY BY THE OWNER / APPLICANT. SHOW ALL LOT NUMBERS AND BUILDINGS (IF ANY) ON EACH LOT WITHIN THE RADIUS. ACCEPTABLE TYPES SHALL BE COPIES OF CITY ZONING MAPS OR GIS MAPS.**
- 2. TWO TYPED LISTS OF NAMES AND ADDRESSES OF PROPERTY OWNERS THAT APPEAR WITHIN THE RADIUS MUST BE INCLUDED AS THEY APPEAR ON THE CURRENT TAX ASSESSOR'S RECORDS. THESE ADDRESSES MUST INCLUDE A ZIP CODE. ALSO INCLUDE THE NAMES AND ADDRESSES OF THE OWNER, APPLICANT AND ATTORNEY ON THE ABOVE LIST.**
- 3. TWO SETS OF STICK-ON MAILING LABELS NO LARGER THAN 1 ½" X 4" WITH THE NAMES AND ADDRESSES OF PROPERTY OWNERS, APPLICANT, OWNER AND ATTORNEY FROM LIST ABOVE.**
- 4. THREE PHOTOGRAPHS OF THE PROPERTY IN QUESTION TAKEN AT VARIOUS ANGLES.**
- 5. NINE SETS OF FLOOR PLANS AND EXTERIOR BUILDING ELEVATIONS DRAWN AT ¼"=1' SCALE**
- 6. NINE SITE PLANS AS PER REQUIREMENT LISTED ON THE BACK OF THIS PAGE. A "STAMPED SURVEY" MAY BE REQUIRED!! (ASK ZONING SECRETARY STEPHEN RIOLES)**
- 7. PARKING PLANS MUST BE REVIEWED AND APPROVED BY THE CITY TRAFFIC ENGINEER (CITY HALL ROOM 109) PRIOR TO SUBMITTING ZONING APPLICATIONS.**
- 8. THE SIGNATURE ON THE APPLICATION MUST BE PRINTED AND SIGNED LEGIBLY BY THE OWNER, APPLICANT AND ATTORNEY (IF APPLICABLE) ALONG WITH A DAYTIME PHONE NUMBER.**

SITE PLAN REQUIREMENTS

1. SHEET SIZE

- A. FOR RESIDENTIAL LOTS: A MAXIMUM OF 24" X 36" WITH A SCALE OF 1" = 30' (MAX)
- B. FOR COMMERCIAL, INDUSTRIAL AND ALL OTHER USES: A MAXIMUM OF 36" X 48" WITH A SCALE OF 1' = 50' (MAXIMUM)

2. REQUIRED INFORMATION

TITLE BLOCK

- 1. ASSESSOR'S PLAT AND LOT NUMBER
- 2. OWNER'S NAME AND ADDRESS
- 3. CONTACT PHONE NUMBER
- 4. DATE OF PLAN
- 5. PERSON PREPARING PLAN
- 6. DRAWING SCALE

PLAN DETAILS

- 1. PROPERTY LINES WITH DIMENSIONS
- 2. CORNER ANGLES
- 3. AREA OF PARCEL
- 4. ANY AND ALL EASEMENTS AND ABUTTING EASEMENTS
- 5. NORTH ARROW
- 6. ADJACENT STREET NAMES
- 7. SIDEWALKS, CURBING AND CURB OPENING (EXISTING AND PROPOSED)
- 8. ALL EXISTING STRUCTURES AND ACCESSORY STRUCTURES INCLUDING POOLS, SHEDS, GARAGES, TOWERS, TRANSFORMERS, DUMPSTER PADS, ETC.
- 9. ALL PROPOSED STRUCTURES
- 10. PROPERTY LINE SETBACK DIMENSIONS TO ALL EXISTING AND PROPOSED STRUCTURES
- 11. LOT COVERAGE – EXISTING AND PROPOSED (SHOW ALL STRUCTURES)
- 12. PAVED AREAS
- 13. ISDS LOCATIONS
- 14. WALKWAYS
- 15. LANDSCAPED AREAS
- 16. SITE DRAINAGE (IF REQUIRED)
- 17. DRIVEWAYS- LOCATION AND DIMENSIONS. **INCLUDING CURB OPENING SIZE.**
- 18. OFF STREET PARKING LAYOUT INCLUDING DRIVEWAYS, AISLES, TRAFFIC FLOW PATTERNS AND HANDICAP REQUIRED PARKING SPACES.
- 19. RETAINING WALL LOCATIONS WITH HEIGHT DIMENSIONS.

NOTE: UNLESS WAIVED BY THE ZONING SECRETARY, THE SITE PLAN MUST BE DRAWN BY A REGISTERED LAND SURVEYOR AS PER RHODE ISLAND STATE BUILDING CODE: 23-27.3-113.6.