

**TOWN OF CHARLESTOWN
ZONING BOARD OF REVIEW
Variance – Special Use Permit Application**

4540 South County Trail
Charlestown, RI 02813

Application for (check all that apply)

Special Use Permit **Dimensional Variance**
 Use Variance

File number: _____
Date of Filing: _____
Filing fee: _____
Received by: _____
Date of Hearing: _____
 If Continuance – Quorum Members _____ _____
(OFFICIAL USE ONLY)

The undersigned hereby applies to the Zoning Board of Review for the above designated relief in the application of the provisions or regulations of the Zoning Ordinance affecting the following described premises in the manner and on the grounds hereinafter set forth.

1. Applicant: _____ Address: _____

2. Owner: _____ Address: _____

3. Location of Premises:

_____ Street Address _____ Plat _____ Lot _____

4. Dimensions of Lot: Frontage _____ Width _____ Depth _____ Area _____ Sq.Ft.

5. Zoning District(s) in which premises are located _____
(At the time of this application)

6. When was property acquired? _____
Date

7. Present use of property _____

8. Is there a building on the premises at present? _____ Give size(s) _____

9. Proposed use of property _____

10. Give size of proposed building(s) _____

11. State proposed alterations _____

12. Provision of Zoning Ordinance under which this application for relief is made:

Article _____, Section _____, Subsection _____

Lot Coverage

Height

Setback requirements

Allowed _____ sq.ft.	Allowed _____	<u>Front</u>	<u>Left Side</u>	<u>Right Side</u>	<u>Rear</u>
Existing _____ sq.ft.	Requested _____	Allowed _____	Allowed _____	Allowed _____	Allowed _____
Requested _____ sq.ft.	Relief Req. _____	Requested _____	Requested _____	Requested _____	Requested _____
Relief Req. _____ sq. ft.		Relief Req. _____	Relief Req. _____	Relief Req. _____	Relief Req. _____

Dimensional Variance(s) related to: Principal Building(s) Accessory Building(s)

14. Other Variance and/or relief sought: _____

15. State grounds for request for relief sought in this case: _____

16. Additional information provided with this application has been attached as follows: _____

The undersigned declares that he/she has received, read and understands the Filing Instructions and Procedural Guidelines and that the information given herein is true to the best of his or her knowledge and belief.

Respectfully submitted,

Applicant: _____ (Signature) _____

Phone: _____ (Address) _____

Email: _____

Land Owner: _____ (Signature) _____

Phone: _____ (Address) _____

Email: _____

Agent: _____ (Signature) _____

_____ (Address) _____

Phone: _____ Email: _____

The board may desire to inspect the premises. Permission for site inspection given _____ refused _____

NOTE: A site plan, sketches, drawings and other documents, as may be necessary to provide full information, shall be filed with the application. **(See instructions)**

TOWN OF CHARLESTOWN
ZONING BOARD OF REVIEW
2025 MEETING SCHEDULE

MEETING DATE

DEADLINE TO FILE

January 21, 2025

December 19, 2024

February 18, 2025

January 23, 2025

March 18, 2025

February 20, 2025

April 15, 2025

March 20, 2025

May 20, 2025

April 17, 2025

June 17, 2025

May 22, 2025

July 15, 2025

June 18, 2025

August 19, 2025

July 17, 2025

September 16, 2025

August 21, 2025

October 21, 2025

September 18, 2025

November 18, 2025

October 23, 2025

December 16, 2025

November 20, 2025

CHARLESTOWN ZONING BOARD OF REVIEW
FILING INSTRUCTIONS FOR Variance and Special Use Permit APPLICATIONS

1. Read carefully:
 - a. These instructions.
 - b. Procedural guidelines (attached)
 - c. The “Sample Certified Letter Form” (attached)

2. Be sure the application is filled out IN FULL and COMPLETELY. When the property owner is different than the applicant, the applicant must have a legal interest in the property, and the application must be signed by both parties as indicated on the form. **ELEVEN (11)** application packets must be filed, (one (1) original and ten (10) copies with all information listed below attached in packets). A check payable to the Town of Charlestown for the filing fee must accompany the application. Said packets should include but not be limited to the following documents:
 - a. **Plot Plan** – Accurate drawing of the subject property as follows:
 1. Scale of not less than 1” = 100 feet.
 2. Minimum map size of 8½” x 11”.
 3. Location of all existing buildings and proposed structures drawn to scale with accurate distances from all streets and lot lines. If vacant lot, Elect. Pole #.
 4. Name of streets and roads.
 5. North arrow.
 6. Dimensions of the subject property.
(Sample Plot Plan Attached)

 - b. **Radius Map*** - Map of the area in which the subject property is located (Assessor’s Maps are acceptable) showing the following:
 1. Scale of not less than 1 inch = 400 feet.
 2. Subject property outlined in color or shaded.
 3. Minimum map size of 8½”x11”.
 4. Names of all streets or roads.
 5. North arrow.
 6. Radius of 200’ around the perimeter of the lot in question.
(Sample Plot Plan Attached)

 - c. **Abutters List*** - List of the names and legal addresses of owners of property within 200 feet of the property, which is the subject of the application. List shall be referenced by Assessor’s Map and Lot numbers for each owner. **NOTE:** It is the applicant’s responsibility to notify each of these abutters by US First Class mail postage prepaid once the application has been submitted and an application # and hearing date have been provided. Such notice shall be at least fourteen (14) days prior to the day of the public hearing.

 - d. **Plans (if applicable)** - Floor plans of existing and proposed building, elevations and section views drawn to scale with accurate dimensions and location of septic system or cesspool, if applicable.

 - e. **Field Card*** - Copy of the Tax Assessor’s Field Card for the subject property. (Available online or in the Tax Assessors Office)

 - f. **ALL EXHIBITS FILED BY APPLICANTS AND/OR INTERESTED PERSONS OR OBJECTORS MUST BE FILED AS AN ORIGINAL AND TEN (10) COPIES.**

*Radius map, abutters list, field card available online using the mapping tool at www.charlestownri.gov.

PROCEDURAL GUIDELINES, ZONING BOARD OF REVIEW

1. An application must be submitted to the Zoning Clerk no later than **NOON twenty-eight (28) days** in advance of the next regular Board meeting.
2. Each application must be complete as required. The Building Official will review all applications upon receipt. If the application is not clear, the Building Official will notify the applicant that they will have seven (7) days to correct the discrepancies. If the Board finds an application to be incomplete or unclear, it may return it to the applicant for resubmission or re-schedule the application for the next month.
3. Procedures in preparation of Public Hearing.
 - a. The **Clerk** will arrange newspaper publication of the Public Hearing prior to the Hearing.
 - b. The **Applicant** will give notice to each owner of real property within 200 feet of the affected property once the application has been submitted and an application # and hearing date have been provided. Such notice will be given by **US First Class Mail postage prepaid, at least 14 days notice prior to the day of the Public Hearing. A supplemental notice shall be posted as to be clearly visible from a public right-of-way at the location in question at least 14 days prior to the day of the public hearing.**
 - c. The **Applicant** must prove to the satisfaction of the Board that the notice set forth in “b” above has been given by presenting an **Affidavit of Notice with exhibits** (sample attached) to the Clerk before the start of the Public Hearing.
4. A Public Hearing must be held as advertised but may be continued or adjourned to subsequent dates.
5. The forty five (45) day period for rendering a decision of the Board shall begin on the day following **final** closing of the Public Hearing.
6. Nothing contained herein shall be construed to modify the requirements of the Zoning Ordinance.
7. **ONE** continuation of a Public Hearing or Pre-Application at the request of the applicant may be granted. Request **MUST** be made in writing. A last minute continuation request can be verbal but **MUST** be accompanied in writing by the applicant or his representative. In the event that the applicant is not ready the next month, they will have the option of withdrawing without prejudice or the Board will proceed to deny the request for a continuation.
8. If a Public Hearing is continued at the request of the applicant, it will be scheduled at the **END** of the agenda for the following meeting. If the hearing is continued at the request of the Board, the applicant will be heard at the start of the following meeting. Applications not heard, due to time constraints will be heard at the start of the meeting in the order received.
9. The Zoning Meetings will begin at 7:00 PM with no new evidence after 10:30 PM. Hearings not concluded will be continued to another meeting.
10. Evidence may be presented in brief form submitted as an exhibit for reading and consideration by the Board. If the applicant has considerable documentation to supplement their application, the Board requests that eleven (11) copies be submitted ten (10) days prior to the meeting.

11. If the applicant or his representative can not be present for a scheduled hearing, substitute representation should be arranged. The Board, abutters and the public will not be inconvenienced.
12. Applicants and their representatives must be prepared and ready to proceed with a scheduled public hearing.

Section 218.23 Special use permits.

- A. A special use permit may be approved by the Board following a public hearing if, in the opinion of the Board that evidence to the satisfaction of the following standards has been entered into the record of the proceedings:
 - (1) The public convenience and welfare will be substantially served;
 - (2) It will not result in adverse impacts or create conditions that will be inimical to the public health, safety, morals and general welfare of the community;
 - (3) The requested special use permit will not alter the general character of the surrounding area or impair the intent or purpose of this Zoning Ordinance;
 - (4) That the granting of a special use permit will not pose a threat to drinking water supplies;
 - (5) That the use will not disrupt the neighborhood or the privacy of abutting landowners by excessive noise, light, glare or air pollutants;
 - (6) That the sewage and waste disposal into the ground and the surface water drainage from the proposed use will be adequately handled on site;
 - (7) That the traffic generated by the proposed use will not cause undue congestion or introduce a traffic hazard to the circulation pattern of the area.
- B. In addition to the findings preceding, the Board or authorized permitting authority shall find that the application for a special use permit meets the performance standards for the specific category of use as contained in § 218-37 I and K.

Section 218-24 Variances

- B. In granting a variance, the Board shall require that evidence to the satisfaction of the following standards be entered into the record of the proceedings;
 - (1) That the hardship from which the applicant seeks relief is due to the unique characteristics of the subject land or structure and not to the general characteristics of the surrounding area; and is not due to a physical or economic disability of the applicant;
 - (2) That said hardship is not the result of any prior action of the applicant;
 - (3) That the granting of the requested variance will not alter the general character of the surrounding area or impair the intent or purpose of the Ordinance;

C. The Board shall, besides the above standards, require that evidence be entered into the record of the proceedings showing that:

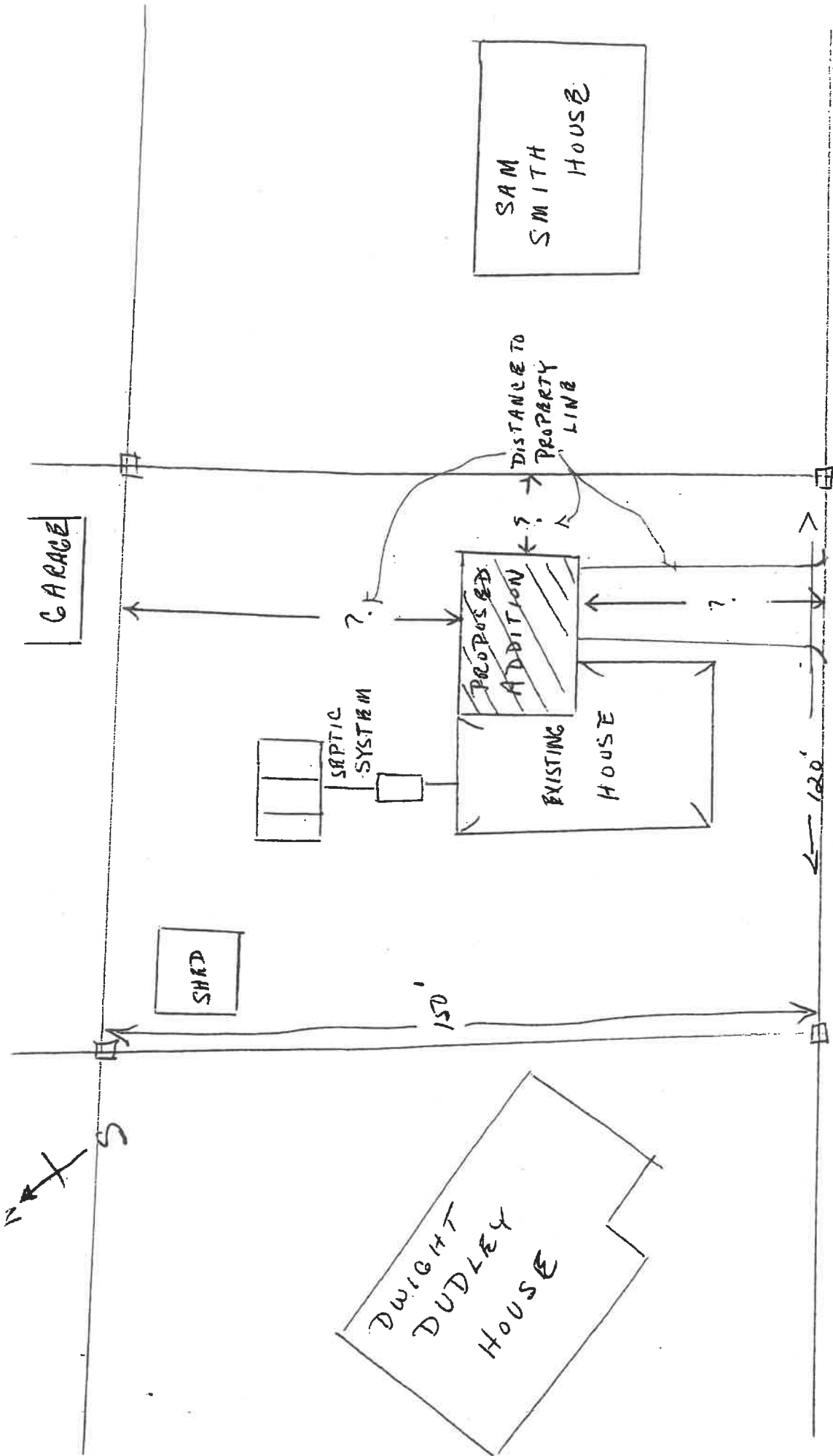
- (1) In granting a use variance that the subject land or structure cannot yield any beneficial use if it is required to conform to the provisions of this Ordinance. Nonconforming use of the neighboring land or structures in the same district and permitted use of land or structures in an adjacent district shall not be considered in granting a use variance.
- (2) In granting a dimensional variance, that the hardship that will be suffered by the owner of the subject property if the dimensional variance is not granted shall amount to more than a mere inconvenience, meaning that the relief sought is minimal to a reasonable enjoyment of the permitted use to which the property is proposed to be devoted. The fact that a use may be more profitable or that a structure may be more valuable after the relief is granted shall not be grounds for relief. The zoning board of review has the power to grant dimensional variances where the use is permitted by special-use permit.

Section 218-22 Powers and duties

- I. In granting a variance, special use permit or in making any determination upon which it is required to pass, the Board and other enforcement officials as identified in this Ordinance may apply such special conditions that may be required to promote the intent and purpose of this Ordinance. Failure to abide by any special conditions attached shall constitute a zoning violation.

Special Use Permits and Variances shall expire twelve months from the date of the approval as specified in 218-23 and 218-24.

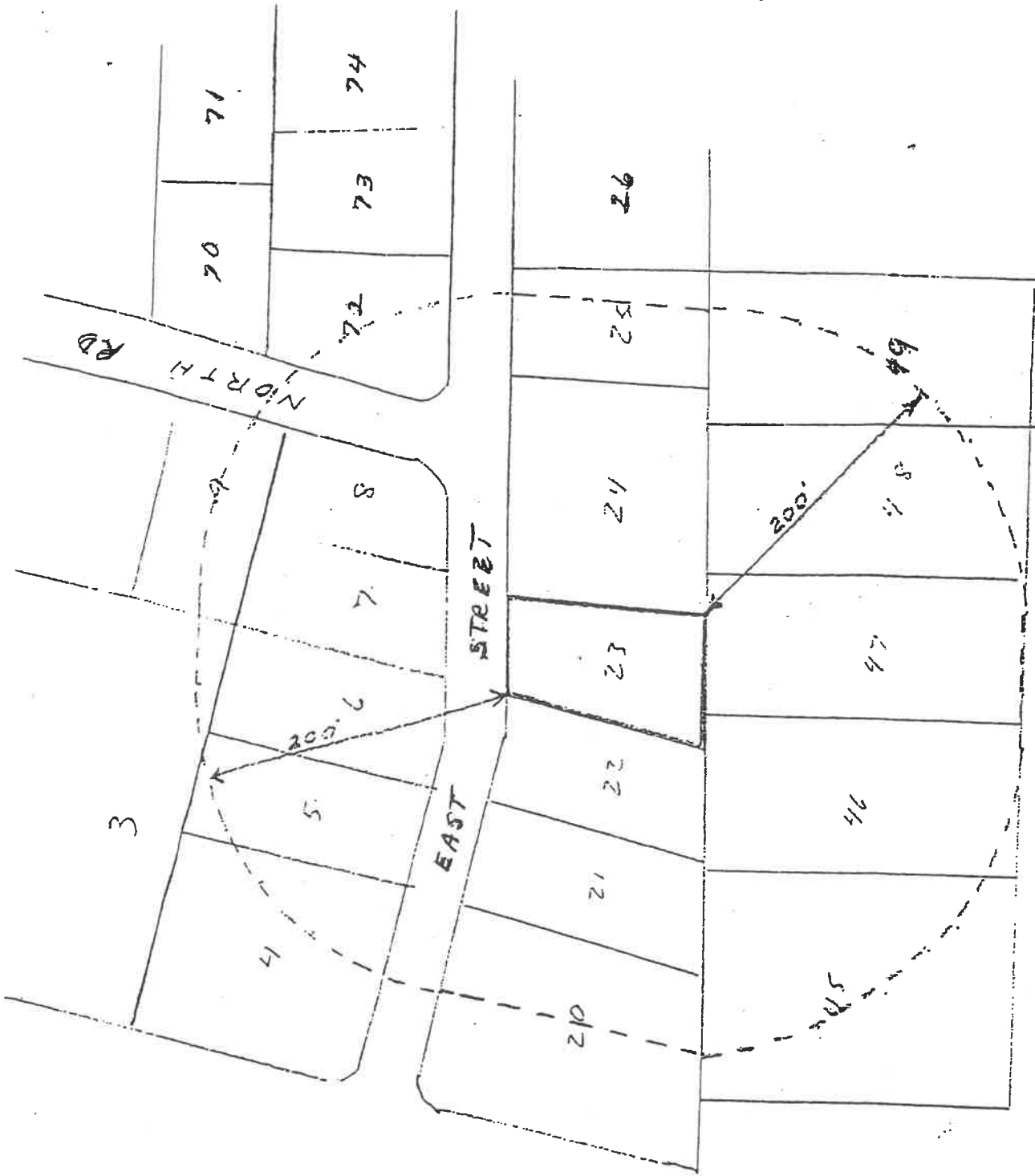
Complete copies of the Zoning Ordinance are available for review and/or purchase in the Zoning Office.



29 MAIN STREET

TYPICAL SITE PLAN

SCALE = ?



SCALE 1"=100'

TYPICAL 200' RADIUS MAP

SAMPLE NOTIFICATION LETTER

Date _____

Abutting Property Owner's Name
Address
(for mailing purposes)

Re: Zoning Application No. _____

Dear (abutters name) :

You are hereby notified of a Public hearing to be held before the Charlestown Zoning Board of Review on (day of the week, date and time of hearing) in the Town Hall, 4540 South County Trail, Charlestown, RI on the question of approval or disapproval of a (n) (variance, special exception, appeal from (list Article & Section of the Zoning Ordinance from which relief is sought)) in the name of (applicant/owner) whose property is located on (street address) and further described as Assessor's Map , Lot No. .

A copy of this letter is being sent to all those property owners within 200 feet of the property in question.

Said petition is on file in the office of the Building Official in the Town Hall and may be inspected during regular office hours by calling 401-364-1215 to schedule an appointment or is available online at the IQM2 quick link on the Town's homepage at www.charlestownri.gov. The agenda may also be found on the Secretary of State's website.

Sincerely,

(Applicant's signature) and/or
(Owner's signature)

Applicant's/Owner's name

Applicant's/Owner's address

Applicant's/Owner's telephone number

AFFIDAVIT OF NOTICE

I, _____ (name) _____, of _____ (address of affiant) _____,
upon oath depose and say that I caused a notice of Public Hearing attached hereto as Exhibit A to
be mailed to all persons/entities identified on the abutters list attached hereto as Exhibit B, by US
First Class Mail postage prepaid. I further state that said notices of Public Hearing were sent via
US First Class Mail postage prepaid on _____ (date of mailing) _____, more than 14 days in
advance of the date of the Public Hearing scheduled for _____ (date of hearing) _____.

Signature of Affiant

STATE OF _____

COUNTY OF _____

Subscribed and sworn to before me in the City/Town of _____,
County of _____, State of _____, on this _____
day of _____, _____.

Notary Public

PUBLIC NOTICE

**This property is subject of Zoning
Application # _____**

**The property owner is requesting a
Variance, Special Use Permit or Appeal
from the Zoning Board of Review**

**A public hearing will be held
on _____ at 7:00pm at the
Charlestown Town Hall in the Council
Chambers 4540 South County Trail by
the Zoning Board of Review**

Questions about this application can be answered

by _____ (applicant name)

at _____ (telephone number)