

## ZONING APPLICATION INSTRUCTIONS

**APPLICATION PACKETS MUST INCLUDE 12 COLLATED COPIES OF EACH ITEM AS FOLLOWS:**

1. Provide 2 original and 12 copies of the completed, signed application. One original will be returned to the applicant upon payment of fee.
2. Submit a check with application for zoning application fee, made payable to “Town of Exeter”

### **ZONING CERTIFICATE:**

1. Submit a completed zoning certificate, signed by the Zoning Inspector dated within 6 months prior to application. (Submit 12 copies)

**INFORMATION TO BE FOUND IN TAX ASSESSOR’S OFFICE or via [www.exeterri.mapgeo.io](http://www.exeterri.mapgeo.io)**

### **RADIUS MAP:**

1. Copy of radius map with subject property outlined in color and a 200 foot circumference drawn around the subject property (not less than ½” = 200). Draw NORTH ARROW on copy of map. (Submit 12 copies)  
\*\*When an application is for new construction of a residential or commercial building, the petitioner shall indicate on submitted map, the zoning district of all lots within 200 feet of subject lot/s.
2. Provide a list of abutters within 200’ radius, neatly typed or handwritten (can be printed from website listed above also) which includes the abutters’ name, mailing address and Plat, Block and Lot number. (Only one certified letter is required to be sent to owners of multiple lots). (Submit 12 copies of the list)

### **SITE MAP:**

1. Submit plan view showing accurate location of all existing and proposed building/s with ALL BOUNDARY SETBACKS CLEARLY MARKED on an 8 ½ x 11 paper. Draw NORTH ARROW on map. If there is question as to lot lines, a survey must accompany the application. (Submit 12 copies)
2. Businesses must have a STAMPED PLAN from an engineer. On an application for an INDUSTRIAL or COMMERCIAL building, a floor plan showing locations of loading and unloading platforms shall be submitted. The site plan is required to show parking spaces and exact location of structure, including setbacks and landscaping.

**FIRST CLASS MAIL – ABUTTERS LETTER: (a copy of which is included in the application packet)**

1. Letters must be sent to all abutting property owners within 200 ft. radius and MUST BE MAILED NO LATER THAN 14 DAYS PRIOR TO THE SCHEDULED HEARING DATE.

**\*\*MUST COLLATE THE BELOW ITEMS THAT NEED 12 COPIES\*\***

1. APPLICATION
2. ZONING CERTIFICATE
3. ABUTTERS LIST
4. RADIUS MAP
5. SITE MAP
6. OTHER DRAWINGS- IF APPLICABLE



# Town of Exeter, RI

## Zoning Application

**CONTACT INFORMATION**

**Applicant** **Date:** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Owner** (if different than above)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Engineer / Surveyor**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Attorney**

Name \_\_\_\_\_

Address \_\_\_\_\_

**PROPERTY INFORMATION**

Assessor's Plat \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Street Address \_\_\_\_\_

Zoning District \_\_\_\_\_ Length of Property Ownership \_\_\_\_\_

Lot Dimensions (ft): \_\_\_\_\_ Frontage \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_ Lot Size (sq. ft.) \_\_\_\_\_

Existing Buildings on Property:  No  Yes Size of Existing Buildings (sq. ft.) \_\_\_\_\_

**APPLICATION**

ZBR Approvals Required:  Special Use Permit  Dimensional Variance  Use Variance

Existing Building(s) to be Demolished:  No  Yes Size of Proposed Buildings (sq. ft.) \_\_\_\_\_

Brief Description of Proposed Alterations \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Zoning Characteristics Matrix

**PROPOSED ALTERATION**

	Main Structure			Accessory Structure		
	Existing	Ordinance Req.	Proposed	Existing	Ordinance Req.	Proposed
Front Setback						
Right Side Setback						
Left Side Setback						
Rear Setback						
Height						

**Deviation From Required Standards** - List each applicable section of the Exeter Zoning Ordinance for which relief is being sought

Section & Subsection #	Title of Section	Ordinance Requirement	Proposed	Difference (Amount of Relief Req.)

**CERTIFICATION**

Attest: The information provided on this application is true and accurate

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owners's Signature \_\_\_\_\_ Date \_\_\_\_\_

The Board may desire to inspect the premises. Permission for site inspection given \_\_\_\_\_

**Other information to be included with application:** Zoning Certificate, Radius Map, List of Abutters, Site Plan, and Application fee. Failure to comply with all requirements could result in the board's refusal to hear application.

**ADMINISTRATIVE**

**For Official Use**

Application Submission Date \_\_\_\_\_

Zoning Board Meeting Date \_\_\_\_\_

Newspaper Advertisement Date \_\_\_\_\_

Application Fees \_\_\_\_\_ Paid:  Yes  No



Town of Exeter, RI

Zoning Board Notice to Abutters

Applicant / Owner

Date: \_\_\_\_\_

Name \_\_\_\_\_

Assessor's Plat \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Street Address \_\_\_\_\_

You are being notified of the applicants intent to petition the Zoning Board for the following relief:

Special Use Permit \_\_\_\_\_  
Indicate Section and description

Dimensional Variance \_\_\_\_\_  
Indicate Section and description

Variance \_\_\_\_\_  
Indicate Section and description

Use Variance \_\_\_\_\_  
Indicate Section and description

Permission is being requested to: \_\_\_\_\_

For relief under the Exeter Zoning Ordinance concerning the above mentioned property.

This petition will be heard by the Zoning Board of Review at:  
Town of Exeter Town Hall-Council Chambers  
675 Ten Rod Rd  
Exeter, RI 02822  
at 7:30 p.m. on

\_\_\_\_\_  
Meeting Date

Sincerely,  
**M. Dixie Foisy**

M. Dixie Foisy  
Exeter Zoning Board Clerk

This letter is sent to you as an abutter of record as required by law. Questions or comments relative to this petition should be directed to:

Town of Exeter-Zoning Department  
675 Ten Rod Rd  
Exeter, RI 02822  
(401) 294-2592

NOTICE TO ABUTTERS



# Town of Exeter, RI

## Affidavit

AFFIDAVIT

I, \_\_\_\_\_  
Name

of \_\_\_\_\_  
Address

do hereby swear that I am a petitioner to the Exeter Zoning Board of Review.  
This petition relates to the premises situated on

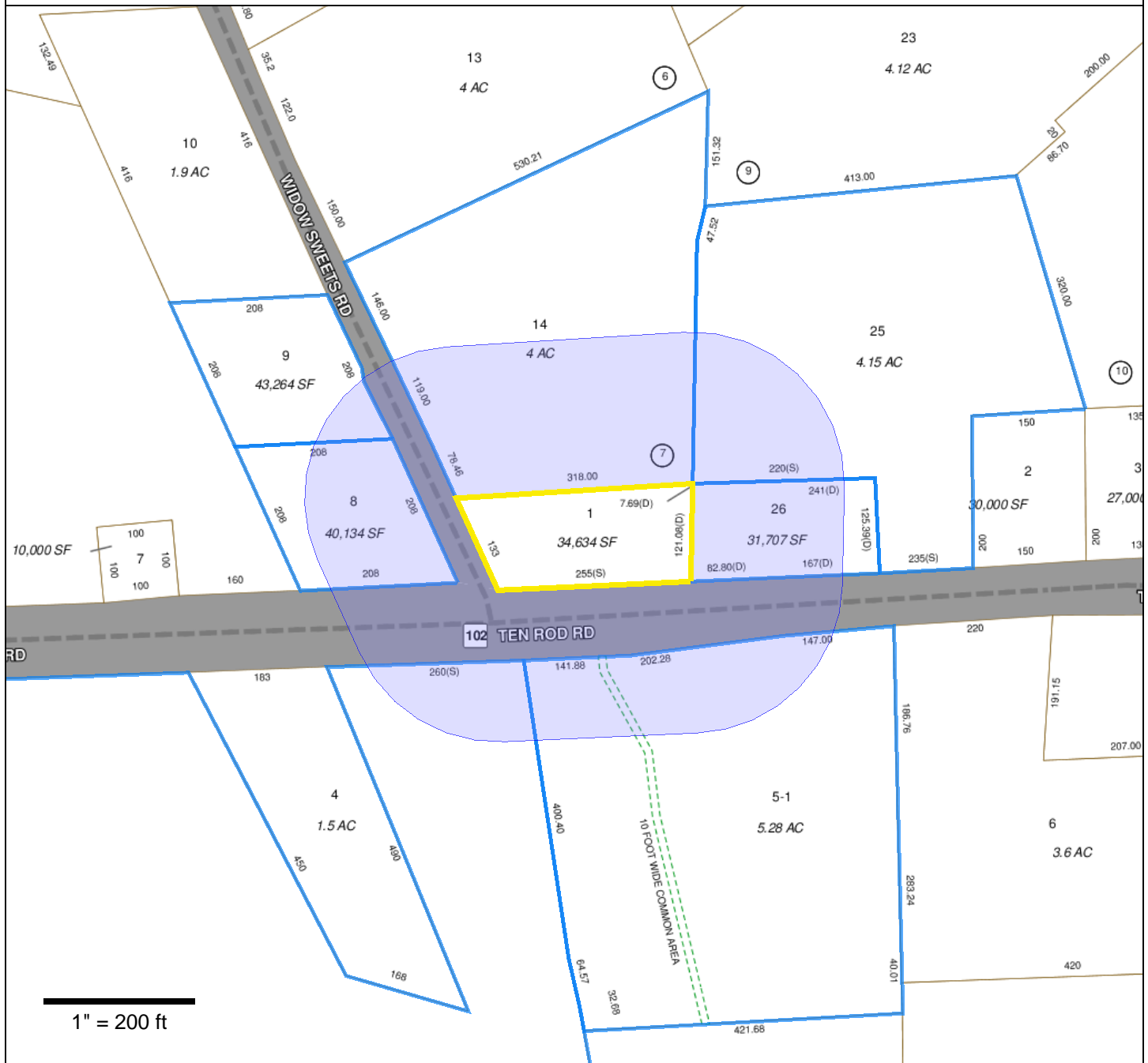
\_\_\_\_\_ Plat(s) \_\_\_\_\_ Lot(s)

A hearing on this petition is scheduled for \_\_\_\_\_  
Zoning Board Meeting Date

I swear that I have complied with the requirements of the Exeter Zoning Ordinance in that I have mailed via USPS, first class mail, notices to all property owners within a 200-foot radius of the aforementioned property, advising them of the petition and hearing date. Attached is a copy of the notice sent, along with this signed affidavit.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

# Example-Abutters Radius Map



### Property Information

**Property ID** 23-3-1  
**Location** 675 TEN ROD RD  
**Owner** TOWN OF EXETER

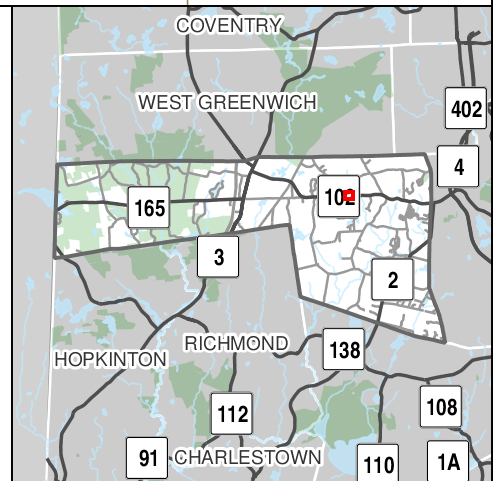


### MAP FOR REFERENCE ONLY NOT A LEGAL DOCUMENT

The Town makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

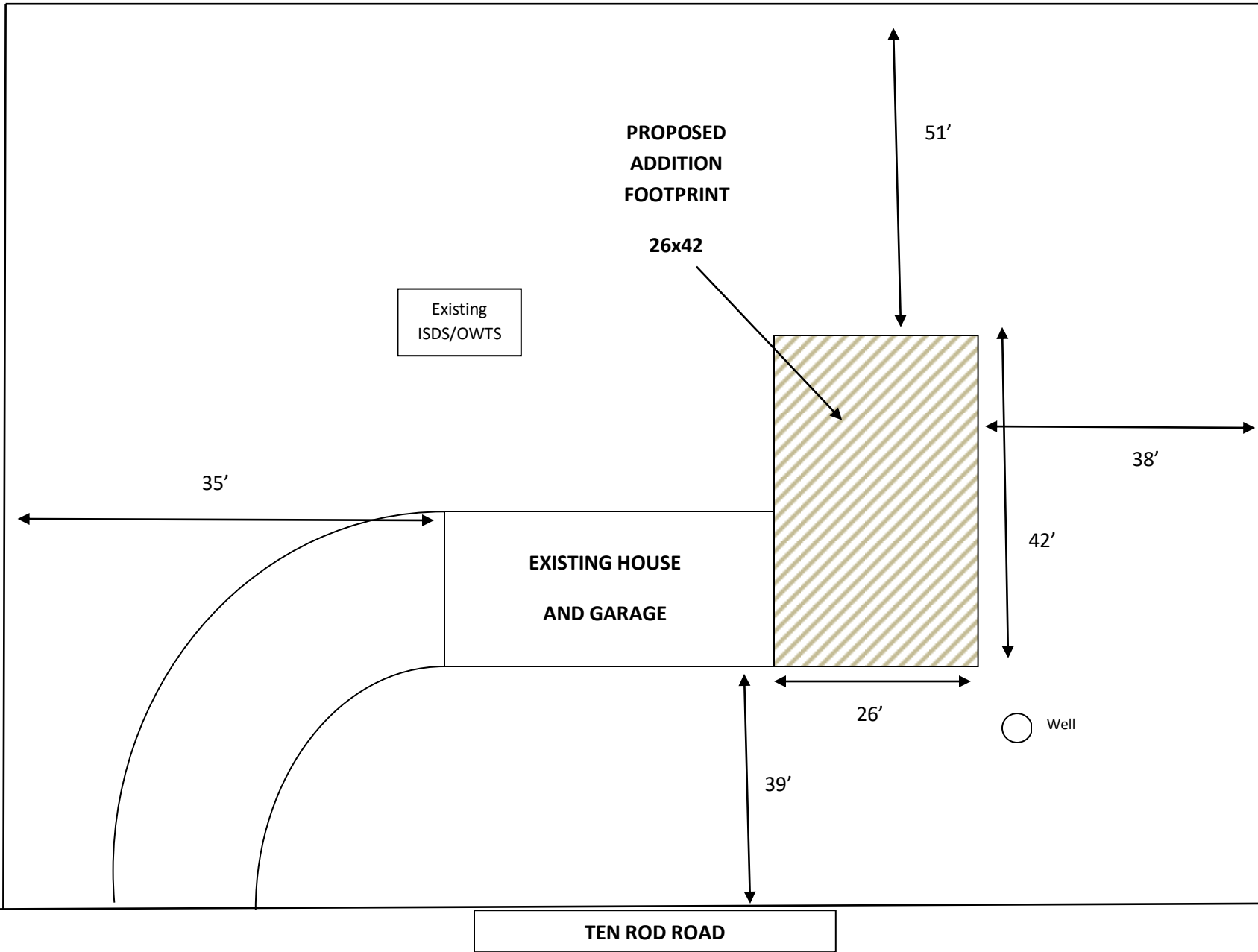
Parcels updated 12/31/2012

200 ft. Abutters



**SITE MAP EXAMPLE**

AP \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_



**SITE MAP REQUIRES THE ACCURATE LOCATION OF ALL EXISTING AND PROPOSED STRUCTURES (INCLUDING DECKS, SHEDS, BARNs, AND DWELLING UNIT) WILL ALL BOUNDARY SETBACKS CLEARLY MARKED.**

**DRAW NORTH ARROW AND IDENTIFY THE NEAREST ROAD**

## **ZONING FEES**

**ZONING APPLICATION FEE:** The fee of **\$300** must accompany each Zoning Application payable to the “Town of Exeter”.

**CONTINUANCES:** Any application that is continued beyond **2** Zoning Board meetings for any reason, will be billed a **\$75.00** fee for each additional advertisement placed in the Standard Times.

**APPEAL HEARINGS:** The applicant shall be responsible to pay the **\$300.00** fee for obtaining a stenographer, in addition to the application fee in the amount of **\$300**. Unless otherwise directed the Zoning Clerk will be responsible for confirming the appearance of the stenographer.

**EXTENSIONS:** Requests for an extension beyond the one (1) year time allotment for new construction and six (6) month time allotment for additions/modifications to existing uses, commencing at the time of the variance approval to the issuance of the construction permit shall require a fee of **\$50.00** payable to the Town of Exeter.

M. Dixie Foisy  
Zoning Board Clerk