

City of Cranston

Zoning Board of Review

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 8 completed as required and then submitted online to the zoning secretary.

Applications will not be processed until all requirements are met by the filing deadline!

The applicant, owner, or attorney must appear at the hearing.

Corporations **MUST** be represented by an attorney.

FILING FEES:

Residence, single-family dwellings (includes additions, alternations, and in-laws)	\$150.00
Residence, two-family dwellings (includes additions and alterations)	\$300.00
Multi-family units and condos (includes additions and alterations)	\$450.00 + \$50.00 per unit
Commercial and industrial buildings up to 5,000 SF. (including additions and alterations)	\$550.00
Commercial and industrial buildings 5,000 – 10,000 SF. (including additions and alterations)	\$800.00
Commercial and industrial buildings over 10,000 SF. (including additions and alterations)	\$1,050.00

THE FOLLOWING ITEMS ARE REQUIRED FOR ZONING VARIANCE SUBMISSIONS:

NOTE: ITEMS 2-4 MUST BE OBTAINED FROM THE TAX ASSESSORS DEPT. FOR AN ADDITIONAL FEE OF \$150.00.

REQUIRED MATERIAL SIZE FOR ALL SUBMISSIONS 11”X17”

1. Online application must be submitted at <https://www.cranstonri.viewpointcloud.com> under “**ZONING BOARD OF REVIEW APPLICATIONS**” **NOTE: REQUIRED PDF’S ARE IN ADDITION TO THE REQUIRED HARDCOPY DOCUMENTS.**
2. Nine (9) 400’ radius maps. 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. **MUST BE OBTAINED FROM TAX ASSESSOR TO CERTIFY ACCURACY.**
ONE (1) PDF uploaded to online application.
3. Two (2) 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. **MUST BE OBTAINED FROM TAX ASSESSOR TO CERTIFY ACCURACY.**
ONE (1) PDF uploaded to online application.
4. Two (2) 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 the list above. **MUST BE OBTAINED FROM TAX ASSESSOR TO CERTIFY ACCURACY.**
5. Nine (9) Sets of photographs of the property in question taken at various angles (at least 3 photos).
ONE (1) PDF set uploaded to online application.
6. Nine (9) sets of floor plans and exterior building elevations. **REQUIRED SIZE 11”X17”.**
ONE (1) PDF set uploaded to online application.
7. Nine (9) site plans as per requirements listed on the back of this page. A “Class 1 Survey” may be required. **REQUIRED SIZE 11”X17”.**
ONE (1) PDF uploaded to online application.
8. Parking plans must be reviewed and approved by the City Traffic Engineer (City Hall Room 109) prior to submitting zoning applications. **ONE (1) PDF uploaded to online application.**

Please see other side

SITE PLAN REQUIREMENTS

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.
7. RI REGISTERED SURVEYOR'S WET STAMP.

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, WALKWAYS, CURBING, AND CURB OPENINGS (EXISTING AND PROPOSED).
8. 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 PERCENTAGE-EXISTING AND PROPOSED (ALL STRUCTURES INCLUDED).
12. PAVED AREAS.
13. OWTS LOCATIONS.
14. WELL LOCATIONS.
15. LANDSCAPED AREAS.
16. SITE DRAINAGE (IF REQUIRED).
17. DRIVEWAY LOCATIONS AND DIMENSIONS **INCLUDING CURB OPENING SIZE (MAXIMUM IS 20' PER CURB OPENING).**
18. OFF STREET PARKING LAYOUT INCLUDING DRIVEWAYS, AISLES, TRAFFIC LOW 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 RISBC 23-27.3-113.6