

TOWN OF WESTERLY
APPLICATION FOR ZONING MAP AMENDMENT

Page 1 of 6



PROJECT OVERVIEW

Applicant Name: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Applicant's Representative: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Property Owner Name: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Project Location/Address: _____

Parcel Information: _____

Map(s): _____

Lot(s): _____

Date parcel was platted and recorded: _____ Book: _____ Page: _____

Name of Plat or Plan: _____

Current Zoning District: _____ Zoning Overlay(s): _____

Current Use of the property: _____

Fire District: _____ Parcel Size (sqft): _____

Name of Street used for legal frontage and access: _____

Linear Feet of Frontage: _____ Street Frontage is: Town State

Proposed Project: _____

Proposed Zoning District: _____ Proposed Use: _____

General Project Description:

Please provide a brief description of the proposed Zoning Map amendment, including existing and proposed uses of the property and the reason for the amendment. Detailed information as outlined in the application checklist shall be provided separately.

ZONING MAP AMENDMENT REVIEW REQUIREMENTS CHECKLIST

Page 2 of 6

Application Instructions:

Zoning Map Amendment (\$750, per Westerly Code §121-1)

A petition requesting a change in the zoning designation of one or more parcels or the alteration of a zoning district boundary, in accordance with the provisions of §260-28 of the Westerly Zoning Ordinance. In addition to the \$750 application fee, the applicant shall also be responsible for all additional costs incurred by the Town in the review of this application, such as third-party review and additional costs for legal advertising.

Submission of Application:

Submit ten (10) paper copies of the completed application form and relevant Checklist of Requirements for Zoning Map Amendment, all supporting documentation, and 11-inch by 17-inch plan sets; and, two (2) full-sized (24-inch by 36-inch) plan sets, to the Westerly Town Clerk, along with required application fee in the form of a check made out to "Town of Westerly" at: Westerly Town Hall, 45 Broad Street, Westerly, RI 02891.

AND

Submit all application materials electronically (in PDF format and shapefiles, as applicable) to the Planning Office at Planning@westerlyri.gov.

All **Zoning Map Amendment** submissions may require the following information. Provide a written statement explaining any item(s) determined by the applicant to be not applicable. These will be reviewed for completeness.

REQUIRED PERMITS/DOCUMENTATION FROM OTHER AGENCIES:

Submitted	Approved	N/A	
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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Zoning Board Application for Proposed Development (Application Type: _____) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Planning Board Application for Proposed Development (Review Stage: _____) |
| | <input type="checkbox"/> | <input type="checkbox"/> | 3. Agreement from the Utilities Department that they are prepared to provide any public water and/or sewer proposed. |
| | <input type="checkbox"/> | <input type="checkbox"/> | 4. Approval from the Town Engineer of the stormwater drainage plan and soil erosion and sediment control plan, prepared in accordance with the USDA Natural Resources Conservation Service and in conformity with the Rhode Island Erosion and Sediment Control Handbook. |
| | <input type="checkbox"/> | <input type="checkbox"/> | 5. Approved DPW alteration permit (i.e. "curb cut" permit), if work is proposed within Town right of way |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Approved RIDOT Physical Alteration Permit (PAP), if work is proposed within State right of way |

ZONING MAP AMENDMENT REVIEW REQUIREMENTS CHECKLIST

Page 3 of 6

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Approved RIDEM RIPDES Permit and approved plan set, if stormwater permit required |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Approved RIDEM OWTS Permit and approved plan set, if OWTS proposed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Approved RIDEM Freshwater Wetlands Permit and approved plan set, if project has potential to affect freshwater wetlands |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Approved RICRMC Preliminary Determination, if project has potential to affect coastal wetlands or coastal features. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. FAA-approved 7460 application, or Letter from RIAC that such approval is not needed, if project is located within FAA Part 77 Surfaces for Westerly Airport and/or within the Airport Overlay District |
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PROJECT PLAN SET:

Project Plan Sheet must be prepared, signed, and stamped by a professional land surveyor or professional engineer licensed in the State of Rhode Island, at a scale of one (1) inch equals 40 feet, unless other scale is approved by the Administrative Officer. A Zoning Map Amendment Plan shall contain the following:

- 1. All plan view sheets shall contain the following information:
 - a. Name and address of property owner(s), applicant, and engineer
 - b. Date of plan preparation, with revision date(s)
 - c. Plat and lot of project parcel and abutting properties
 - d. North arrow and graphic scale (except on detail sheets)

- 2. Existing conditions sheet (separate from proposed conditions), including the following:
 - a. Lot dimensions and area in square feet or acres.
 - b. Existing structures and their relationship and distances from lot boundaries (include dimensions of existing structures).
 - c. Existing zoning district(s) and overlays, front, side, and rear yard setbacks for each property in a table format and depicted on the plan.
 - d. FEMA flood hazard zone, with associated base flood elevation, if applicable.
 - e. Wetland and/or coastal feature boundaries, and associated RIDEM or CRMC buffers, if present. Include date of site investigation and wetland biologist who performed any wetland delineations on the property. If verified by RIDEM or CRMC, date verified.

ZONING MAP AMENDMENT REVIEW REQUIREMENTS CHECKLIST

Page 4 of 6

- f. Notes stating whether or not the project is located in any National Historic District, Natural Heritage Areas, areas managed by a Special Area Management Plan (SAMP), OWTS Critical Resource Area, or prime farmland soils or soils of statewide importance. And if any historic cemeteries, homes, or buildings are on the parcel. Include boundaries of such areas, as applicable.
 - g. Existing topography at two-foot intervals (LIDAR data may be used in lieu of a land survey if no site grading is proposed).
 - h. Existing landscaping and/or natural vegetation, including existing tree line.
 - i. Existing streets, 911 address, wells, septic system.
 - j. Any unique site conditions or features (e.g., stone walls, retaining walls fences, exposed bedrock, etc.)
 - k. Existing utilities, including sewer, water, gas, electric, wells, OWTS, telecommunications or other above or belowground utilities, and stormwater drainage features.
 - l. Existing easements and rights of way on the parcel, with notation of Book and Page reference to Westerly Land Evidence Records.
- 3. Proposed conditions sheet consistent with Planning Board approved documents (may be multiple sheets if deemed necessary), including all information from existing conditions sheet using symbology to easily distinguish between existing and proposed (i.e., faded symbology for existing conditions, darker symbology for proposed), with the following additional information:
 - a. Proposed structures/features, and their relationship and distances from lot boundaries (include structure dimensions and heights).
 - b. Proposed zoning district(s) and overlays, front, side, and rear yard setbacks for each property in a table format and depicted on the plan.
 - c. Proposed utilities, including sewer, water, gas, electric, OWTS, wells, or other above or belowground utilities.
 - d. Proposed stormwater management features.
 - e. Proposed topography at two-foot intervals, including detailed site grading.
 - f. Proposed streets, driveways, parking areas, and walkways.
 - g. Proposed landscaping and vegetation clearing limits.
 - h. Table stating project meets all dimensional requirements for the proposed zoning district and/or specific use, or indication of relief needed from the Zoning Board of Review.
 - i. Proposed easements and rights of way on the parcel.
 - j. Approximate location, dimension, and area of any land proposed to be set aside preserved land or open space.

ZONING MAP AMENDMENT REVIEW REQUIREMENTS CHECKLIST

Page 5 of 6

- k. Approximate location, dimension, and area of any land for conveyance to Town of Westerly for stormwater drainage purposes.
 - l. Soil erosion and sediment controls appropriate for construction.
 - m. Proposed phasing of construction, including timing of such phasing, and any site restoration work.
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SUPPORTING MATERIALS:

- 1. Vicinity map encompassing the area within ½ mile of the parcel(s) to be rezoned, showing the following information:
 - a. Locations of all streets, existing lot lines, zoning district boundaries and zoning overlay districts.
 - b. Location of schools, parks, fire station, and other significant public facilities shall be indicated and labeled on the locus map.
 - c. Identify conservation land, FEMA flood hazard areas, wetlands and watercourses (indicate whether areas have been delineated or are based on RIGIS mapping), Natural Heritage Areas, areas managed by Special Area Management Plan (SAMP), onsite wastewater treatment system (OWTS) Critical Resource Areas, historic sites/buildings, and prime farmland soils and soils of statewide importance.
 - d. Identify uses of all properties within 500 feet of the property.
- 2. A thorough and complete Narrative Description including, but not limited to, the following information:
 - a. Existing conditions, including current use of the property (and historic uses if relevant to proposed use, constraints to development, or rezone sought), topography, soil types, upland and wetland vegetation, existing structures, environmental conditions, and any other supporting information. Site photographs may be helpful for the description. Provide any relevant reports regarding existing conditions (e.g., wetland delineation report, National Register information, etc).
 - b. Proposed conditions, and comparison of proposed conditions with the existing conditions on the site. Description should include any building demolition, tree clearing, environmental remediation, and removal/replacement of accessory structures, such as fences, stone walls, etc.
- 3. Thorough written request for Zoning Map amendment and justification for proposed zone change or modifications to the Zoning District Boundaries. Include a statement of the purpose of and need for the Zoning Map amendment, supported by:

ZONING MAP AMENDMENT REVIEW REQUIREMENTS CHECKLIST

Page 6 of 6

- a. Relevant sections of the current Town of Westerly Comprehensive Plan. References may include specific goals, policies, and actions, values, and/or long-term priorities.
 - b. Statement regarding conformance of the proposed to the general zoning purposes set forth in [§260-5](#)

- 4. A detailed analysis of soil types and suitability for the development proposed, prepared by a qualified professional. The analysis should include the suitability of the parcel for water resources protection, agricultural and forest conservation, and storm water control in relation to the proposed development.

- 5. If wetlands and/or coastal features exist on the site, or within 200 feet of the site, provide a wetland delineation report and opinion on the effect of the proposed project on these features, prepared by a qualified wetland scientist. If no wetlands and/or coastal features exist, a letter from a biologist indicating that there are no coastal or freshwater wetlands on or in proximity to the site.

- 6. Traffic study prepared by a professional engineer addressing the potential impacts of the proposed activity.

- 7. Proof of public notice is required:
 - a. One (1) copy of a 200-foot radius map depicting Assessor's Map/Lot of the project area, and name/address of property owners of record within 200 feet of project parcel.
 - b. List of names and addresses of all current property owners within 200 feet of subject property(ies) and/or all those property owners and entities which require notice under RIGL §45-24-53, and in compliance with §260-28D of the Zoning Ordinance.
 - c. Required after submission but prior to public hearing: One (1) copy of a completed Affidavit of Notice for advertised and mailed notice of Public Information Meeting.

Please see Westerly Code §260-28D and RIGL §45-24-53 for notice requirements.