ZONE CHANGE CHECKLIST

1. ______ Ordinance

2. ______ Petition to Town Council requesting Zone Change including present zoning and proposed zoning and use, general statement supporting the proposal consistency with the Comprehensive Plan including with the Future Land Use Map

3. ______ Legal description of property

4. ______ Locus Plan – Name of petitioner

5. ______ 200’ Radius Map and Map according to the requirement set forth in RIGL 45-24-53(1)(c) (general law attached)

6. ______ Three sets of mailing labels containing the names, addresses, plot and lot of abutting property owners within a 200’ radius

7. ______ Check for $1,700.00 - $700.00 to cover petition, $1000.00 for cost of advertising & certified mail to property owners.

8. ______ Traffic Study or Memorandum as required by the Administrative Officer to the Planning Board in any event the Town Council may request Traffic Studies during the course of their review

9. ______ Affidavit i.e. (Any restrictions or conditions by deed, etc.)

10. ______ 5 Copies, plus original of the above

11.______ All petitioners before the Town Council shall bear the costs of a certified court reporter to be present at said hearing and to transcribe and produce a transcript of said hearings which shall thereafter be placed in the official Town Clerk’s file in the Town Hall

12.______ An email has to be sent to sgiovanelli@cumberlandri.org including the ordinance, petition, legal description and abutters list in label format

REQUEST FOR CONTINUANCES

As of October 19, 1989, all requests for continuances due to the inability of an expert witness must be submitted in writing the night of the hearing stating the reason for the unavailability. This must be signed and witnessed by two (2) witnesses or notarized if not made known to the Clerks Office by the close of the agenda – Friday before the hearing 4:00 p.m.