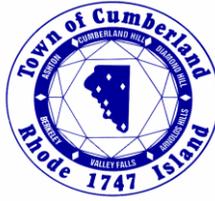


Sandra M. Giovanelli  
Town Clerk  
401-728-2400 ext. 138  
sgiovanelli@cumberlandri.org



### 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](mailto: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.