



## Town of Scituate Zoning Board of Review

195 Danielson Pike  
Scituate, RI 02857  
401) 647-5901

### ZONING BOARD OF REVIEW

#### FILING INSTRUCTIONS

- A. A filing fee of \$200.00.
- B. Original Application ***and*** eleven (11) Copies, either typed or legibly printed. Applications must be submitted no later than the fourth Tuesday of the month by 3:30 p.m. to be heard at the following month's meeting. All applications are to be filed with the Clerk of the Zoning Board of Review.
- C. Original ***and*** eleven (11) Copies of a radius map showing the Tax Assessor's plat numbers and the lot numbers within three hundred feet (300') of the property under application. The subject property should be highlighted/cross-hatched.
- D. Using the radius map, compile from the Town of Scituate Tax Assessor's records and if the 300' radius goes into an adjacent Town the Tax Assessor's record from the adjacent Town, a list of all property owners, their mailing address and the Tax Assessor's Plat and Lot number shown on the radius map.
- E. Original and eleven (11) copies of a site plan to scale drawing:
  - 1. Name and address of property owner (s)
  - 2. Date, north arrow, scale, lot dimensions and areas
  - 3. Road(s) indicated and/or landmarks
  - 4. Existing and proposed structures, and their distances from lot lines
  - 5. Existing and proposed parking areas, driveways and walkways
  - 6. Existing and proposed landscaping, as it related to the request (e.g. buffering)
  - 7. Existing and proposed wells and septic system
  - 8. Approximate location of wetlands
  - 9. Other site conditions or features
- F. Floor plans or sketches of proposed structure/addition with dimensions. Professionally prepared plans for residential applications may be required. Plans submitted must give a clear indication of the proposed room layout and work entailed including length, width, height of proposed construction.
- G. An application to locate a septic system closer to a wetland, will require an approved septic system plan from OWTS Section of RI DEM.

- H. Only four applications will be scheduled for the meeting. Applications are accepted on a first come, first scheduled basis and are contingent upon all information be supplied. Applications lacking the required information will be rejected.
- I. The Zoning Board of Review, by law, is required to operate under strict rules. If not properly prepared, your application may be denied because of a technicality.
- J. Reports from expert witnesses should be submitted with the application or ten (10) days prior to the hearing to give the Zoning Board sufficient review time. If a report is submitted at the time of the hearing, the Chairman may rule on whether the Zoning Board will continue to another meeting to give the Zoning Board time to review the report.