



TOWN OF LITTLE COMPTON

Town Hall

P.O. Box 226

Little Compton, RI 02837

LITTLE COMPTON ZONING BOARD OF REVIEW  
RULES & REGULATIONS FOR ADMINISTRATION

(ADOPTED: OCTOBER 3, 1994)

REVISED: NOVEMBER 25, 2002, MARCH 16, 2005, MARCH 4, 2021

1. Appeals and/or applications are to be filed on forms prepared and supplied by the Little Compton Zoning Board of Review (the "Board"). If filed by other than the owner(s) of the subject property, all owners (whether individual, estate, partnership, corporation, LLC or Trust) shall join in the application by signing the same. Appeals and/or applications **and all of the supporting material** required by these Rules and Regulations shall be filed **at least forty (40) days** before the expected hearing date. A signed Authorization(s) shall be submitted if the owner(s) of the subject property will not be in attendance at the hearing.
2. It shall be the duty of the person or entity making the appeal or filing the application to supply the Board a list of all property owners of record of land wholly or partly within 200 feet of the subject property whether within the Town or an adjacent Town, showing the names and address of such property owners and the Tax Assessors Plat and Lot numbers of the lots respectively owned by them. Reference also Section 14-9.8(d) of the Little Compton Zoning Ordinance for other possible notice requirements, and, where applicable, contact information shall be supplied to the Board.
3. The appellant or applicant shall provide a copy of the Assessors' property record card (currently prepared by Vision Government Solutions, Inc.) and a copy of the Assessors' Plat or Plats showing the site of the subject property and all such property wholly or partly within 200 feet of the subject property.

4. The appellant or applicant shall provide a scale drawing of the subject property prepared and certified by a Registered Civil Engineer or Registered Land Surveyor with a minimum size of 8 ½" x 11" and a minimum scale of 1' – 100 feet, showing all lot lines, street lines and zoning district boundary lines within 200 feet of the subject property, with appropriate dimensions, scale and North arrow. All existing and proposed buildings and structures, septic systems and water wells on the subject property shall be accurately shown on the drawing with appropriate dimensions.
5. The appellant or applicant shall provide a scale floor plan and elevation drawings of the structure or structures when it is appropriate to demonstrate that a hardship justifying the petition exists.
6. The appellant or applicant shall pay a fee of Four Hundred Fifty Dollars (\$450.00) by check payable to the Town of Little Compton. Said check shall be tendered to the Tax Collector who will give the appellant or applicant a receipt which shall be attached to the application package for submission to the Board.
7. The Board shall cause public notice of the appeal or application to be given at least fourteen (14) days prior to the date of the hearing in a newspaper of general circulation in the Town of Little Compton and by first class mail to all property owners of record of land within 200 feet of the subject property and to such others as may be required by Section 14-9.8(d) of the Zoning Ordinance.
8. The Board shall request that the Planning Board report its findings and recommendations in writing with respect to any application, including a statement on the general consistency of the application with the goals and purposes of the Comprehensive Plan of the Town, to the Board prior to the expected hearing date.
9. The appellant or applicant shall provide at the time of filing twenty-three (23) copies of the application and all of the supporting materials required by these Rules and Regulations or as the Board may otherwise request. **Plans and drawings shall be folded to an 8-1/2" x 11" size.**
10. The Board will maintain a record of all hearings and shall cause all decisions to be filed with its records and a copy posted in the office of the Town Clerk, within ten (10) working days from the date when the decision was rendered. Said decision shall be rendered within twenty (20) days of the public hearing. Any decision evidencing the granting of a variance or special use permit shall also be recorded by the Town in the land evidence records of the Town. Any such decision shall be mailed to the applicant and, if applicable, his or her attorney of record, as well as supply a copy to the Planning Board, the Building Official, the Town Council, the Town Conservation Commission and to the Town Clerk, who shall post the decision for twenty (20) days. Said twenty (20) day posting period shall elapse prior to the issuance of any building permit or certificate of occupancy.

Town of Little Compton  
Town Hall  
P.O. Box 226  
Little Compton, RI 02837

## APPLICATION

### Town of Little Compton Zoning Board of Review

File No. \_\_\_\_\_

Date: \_\_\_\_\_

Board Members:

The undersigned hereby applies to the Zoning Board of Review for the following:

(Check one box only):

1. ( ) **AN APPEAL** as provided for in section 14-9.1.a, 14-9.3.a or 14-9.7 of the Zoning Ordinance.
2. ( ) **A VARIANCE** as provided for in section 14-9.3.b of the Zoning Ordinance.
3. ( ) **A SPECIAL USE PERMIT** as provided for in Section 14-9.3.c of the Zoning Ordinance.

I hereby submit the following information in support of this application for consideration and public hearing:

Applicant Name (Typed or printed) \_\_\_\_\_

Applicant Address: \_\_\_\_\_

\_\_\_\_\_ Tel No.: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Owner's Signature: (if not applicant): \_\_\_\_\_

**PREMISES:**

1. Location: Street No. \_\_\_\_\_ Street Name: \_\_\_\_\_
2. Assessors' Plat No. \_\_\_\_\_ Lot No.(s): \_\_\_\_\_
3. General Dimensions: Area \_\_\_\_\_ sq. feet \_\_\_\_\_  
Frontage \_\_\_\_\_ feet  
Average Depth \_\_\_\_\_ feet
4. Zoning District \_\_\_\_\_
5. Existing Structures on Premises:

**Principal Structure**

Ground Floor Area: \_\_\_\_\_ sq. feet  
Number of Floors: \_\_\_\_\_  
Structure Height: \_\_\_\_\_ feet

**Accessory Structure (s)**

Ground Floor Area: \_\_\_\_\_ sq. feet  
Number of Floors: \_\_\_\_\_  
Structure Height: \_\_\_\_\_ feet

6. Current Use of Structure and Site:

Residence: (  ) No. of Units: \_\_\_\_\_

Business: (  ) Type: \_\_\_\_\_

Other (  ) Specify: \_\_\_\_\_

7. Accessory Uses on Premises:

Parking: \_\_\_\_\_ sq. feet Spaces: \_\_\_\_\_

Loading: \_\_\_\_\_ sq. feet Bays: \_\_\_\_\_

Other (Describe): \_\_\_\_\_

8. Ownership:

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

\_\_\_\_\_

Telephone No. of Owner: \_\_\_\_\_

Duration of Present Ownership: \_\_\_\_\_

**I. APPEAL** (Complete this section only if Box No.1 of the introduction is checked).

1. Give Title and Name of Town Official whose ruling is being appealed:

\_\_\_\_\_

2. Give a brief description of the decision or order of said official and the reason an appeal is being made.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. File a copy of such decision or order with this application.

**II. VARIANCE** (Complete this section only if Box No. 2 of the introduction is checked)

1. Proposed use, activity or action for which variance is requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Regulation in the Zoning Ordinance from which a variance is requested:  
Section No. \_\_\_\_\_. Brief description of the regulation and the variance that is requested:

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3. Grounds for variance: The applicant should address the criteria governing the granting of the variance in Section 14-9.6 of the Zoning Ordinance:

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**III. SPECIAL USE PERMIT** (Complete this section only if Box No. 3 of the introduction is checked:

1. Proposed use, action or activity for which a Special Use Permit is requested:

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2. Section of the Zoning Ordinance which authorizes granting of the Special-Use Permit:

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**IV. REQUIRED ACCOMPANYING MATERIAL:**

This application will not be deemed to be filed unless and until all plans, documents and payments specified by the Rule and Regulations of the Little Compton Zoning Board of Review are properly filed.

Please return this application and all accompanying material to the Town of Little Compton, Zoning Board of Review, Town Hall, P.O. Box 226, Little Compton, RI 02837.