

## South Kingstown Zoning Board of Review Application, Filing Instructions & Checklist

1. **Original** completed and signed application (**plus** 9 copies).  
submitted: \_\_\_\_\_
2. **Original** completed, signed, and notarized Owner / Authorized Agent Authorization Form (**plus** 9 copies).  
submitted: \_\_\_\_\_
3. Payment in full (cash or check only).  
submitted: \_\_\_\_\_
  - Residential \$175.00 / Commercial \$250.00 / Multi-family \$300.00 1<sup>st</sup> unit plus \$10.00 / add. Units
4. 200' Radius Map & Abutters List with Plat & Lot, street address, owner's name(s) & owner's mailing address  
submitted: \_\_\_\_\_

Obtained from South Kingstown's GIS & verified with the Tax Assessor for current ownership.

**GIS link:** <https://gishost.cdmsmithgis.com/webgis/>

**Prior to legal mailing, abutter's mailing address must be verified in the Tax Assessor's Office and Current Ownership must be verified with the Town Clerk's Office Land Evidence**

5. Survey, to scale, prepared by a licensed professional land surveyor (10 copies, no larger than 11x17).  
submitted: \_\_\_\_\_
  - Stamped, dated, and signed by professional land surveyor **\*\*only the surveyor of record can make alterations to an existing survey\*\***
  - Showing name, address of property owner
  - Date, North arrow, scale, lot dimensions & area
  - Road(s) indicated and/or landmarks
  - Existing and proposed structures & the distance from lot lines
  - Existing and proposed parking area, driveways & walkways
  - Existing and proposed wells & septic systems
  - Existing and proposed landscaping, as it relates to the request (i.e., buffering)
  - Location of wetlands, coastal features, site conditions such as cemeteries or stone walls
6. Floor Plans & Elevations with dimensions of proposed structure to scale (10 copies, no larger than 11x17).  
submitted: \_\_\_\_\_
7. Any other relevant material to the proposed application (10 copies, no larger than 11x17).  
submitted: \_\_\_\_\_

### *Additional information that may be required:*

- Recorded Development Plan Review Decision or advisory opinion from any Municipal Board if applicable. The applicant shall first obtain this approval, or the application will not be complete and cannot be processed. (10 copies)
- Soil Erosion Plan & Storm Water Plan with calculations in conformity with standards of USDA Soil Conservation Service and RI Erosion and Sediment Handbook (10 copies)
- Traffic Study addressing the potential impacts of proposed activity/use(s) (10 copies)
- Septic Systems needing to be located closer to a wetland under Sect. 504.1 will require an approved septic system plan from the OWTS Section of RI DEM and a recommendation from the South Kingstown Conservation Commission (10 copies)

The applicant or their representative must appear at the hearing to present the application before the Board. If the applicant is not present at the hearing a **notarized designation of authority** from the applicant must be provided.

**Preparation of this Application and all necessary documentation is the sole responsibility of the Applicant. Town Staffs help in the preparation of any facet of this application, including abutter's list is for assistance only. The staff cannot give you advise on the merits of the application, nor can they render legal opinions.**