



City of Cranston Zone Change - Checklist

Compliance with the following are **REQUIRED PRIOR TO** the City Clerks acceptance of the application and before placing it on the City Council monthly meeting docket for *Introduction as New Business and Referral to the Ordinance Committee*

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

	<i>Date Received</i>
ADVERTISING AND POSTAGE FEE: Paid based on invoice incurred by the Clerks Office. Balance MUST BE paid in full prior to final Council approval	
FILING FEE: \$400.00 per petition; due at the time of filing	
IF ENTIRE LOT(S) ARE TO BE CHANGED: The application shall state the Zoning Plat and Lot number(s) of the real estate involved. IF A PORTION OF A LOT(S) IS TO BE CHANGED: The description thereof shall be provided in metes and bounds. Petitioner must state which side of the street the land is located (i.e., northerly, easterly, etc.) and streets between which the particular land is located (i.e., easterly side of "W" Street, between "X" Street and "Y" Street)	
10 COPIES OF AN ACCURATE LOCATION PLAT OR SITE PLAN: Plan shall be a copy of the Zoning Plat drawn to scale (SHOW DIRECTIONAL ARROW POINTING NORTH). Plan shall also show all lots or parcels within 400 ft thereof, and the present zoning thereof. Size of map 14" x 16", 1=100' scale. Area to be rezoned shall be shaded	
TAX ASSESSORS: 400-foot radius plat map and list of abutters. Must include the names and addresses of the taxed owners according to the latest records of the Tax Assessor	
APPLICATION SIGNATURE: Must be signed by the owner or owners of the real estate, including addresses. Ownership shall be verified by the department prior to processing of petition.	
DRAFT ORDINANCE: Application must be accompanied by a Draft Ordinance prepared by applicant (or applicants attorney)	
PLANNING SIGN OFF: Application must be reviewed and signed by the Planning Dept <u>prior to filing. Applications not signed by planning with not be accepted.</u>	
ELECTRONIC COPIES: Electronic copies of all documents, maps, plants etc. must be submitted to the City Clerk at tnelson@cranstonri.gov	
APPLICATION DEADLINE: Application must be filed <u>at least ten (10) business days prior</u> to the date of the regular month City Council meeting	

The application/ordinance will be referred to the ordinance Committee for public hearing during the month following the Planning Commission's public hearing date to be provided by Planning Department).

The Planning Commission shall provide the City Clerk's Office with a written recommendation in advance of the Ordinance Committee's public hearing.

Upon receipt of recommendation from the Ordinance Committee, the application/ordinance shall be scheduled for public hearing at the next regular monthly Council meeting.

Petitions which are denied by the Ordinance Committee/City Council cannot be refiled for a period of 24 months, unless accompanied by an affidavit setting forth a substantial change of circumstances which must then be heard and determined by the Ordinance Committee or the Zoning Board of Review before being filed.
17.116.030.

FOR OFFICE USE ONLY -DO NOT WRITE BELOW THIS LINE

Date complete application received by City Clerk's office: _____

Date application introduced as New Business: _____

Date of Planning Commission Public Hearing: _____

Date of Ordinance Committee Public Hearing: _____

Date of public hearing before full Council: _____

Date(s) application advertised: _____

Balance Due: _____ Date invoiced: _____ Date Paid: _____

Introduction Number: _____ Ordinance Number: _____



CITY OF CRANSTON
APPLICATION FOR CHANGE OF ZONE

Name(s) and address(es) of property owner(s): _____

Zoning Plat Number: _____ Lot No.(s)* _____

Street Address or Location on Street _____

*If only a portion of lot, please attach a full metes and bounds description.

Present Zoning: _____

Zoning Requested: _____

Property to be used for: _____

(listed use must be specific)

Date: _____

Owner (Print and Sign)_

Owner (Print and Sign)

Applicant (Print and Sign)

Applicant (Print and Sign)

Reviewed and approved by the Planning Department: _____