



City of Cranston Zone Change - Checklist

Please refer to the below list of requirements for submission of a Zone Change application
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PLEASE INCLUDE A COPY OF THIS CHECKLIST WITH YOUR APPLICATION

	<i>Date Received</i>
APPLICATION SIGNATURE: Must be signed by all owners of the property, and the applicant, if different. Ownership will be verified prior to processing of petition.	
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).	
PLANNING DEPARTMENT: Application must be signed by the Planning Dept confirming the Plat & Lot / Metes & Bounds are correct. Applications not signed by the Planning Dept. will not be accepted by the City Clerk.	
TAX ASSESSOR: 400-foot radius plat map, list of abutters, and mailing labels. Must be obtained from Cranston Tax Assessor's office. Fee to be paid directly to the Assessor's office.	
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	
DRAFT ORDINANCE: Application must be accompanied by a Draft Ordinance prepared by applicant (or attorney). Draft Ordinance is <u>not</u> prepared by the City Clerk's office.	
ELECTRONIC COPIES: Electronic copies of all documents, maps, plants etc. are to be submitted to the City Clerk at tnelson@cranstonri.gov . The draft ordinance shall be in Word.	
FILING FEE: \$400.00 per petition; due at the time of filing. Cash or check only. We do not have the ability to accept debit or credit cards at this time.	
APPLICATION DEADLINE: Application must be filed at least ten (10) business days prior to the date of the regularly scheduled month City Council meeting.	
*** AFTER RECEIPT OF APPLICATION ***	
PLANNING COMMISSION: Written recommendation to be submitted to City Clerk's office prior to date of Ordinance Committee public hearing	
ADVERTISING AND POSTAGE FEE: Actual cost of ad and postage. Balance MUST BE paid in full prior to final Council approval. TOTAL AMOUNT DUE: _____	

The Zone Change will be referred to the Ordinance Committee for public hearing 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 vote of the full Council 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: _____ Advertising fee: _____

Date abutters notices sent: _____ Postage due: _____

Introduction Number: _____ Ordinance Number: _____



CITY OF CRANSTON
APPLICATION FOR CHANGE OF ZONE

Name of Applicant(s): _____

Name (if different) and address of property owner(s): _____

Location/Street Address of Property for which Zone Change is being requested:

Zoning Plat Number: _____ **Lot Number(s)*:** _____

**If request is to change only a portion of a lot, please attach a full metes and bounds description including location on street.*

Present Zoning: _____ **Zoning Requested:** _____

Property to be used for: *(please be specific)*

Owner Printed Name

Owner Signature

Owner Printed Name

Owner Signature

Applicant Printed Name *(if different)*

Applicant Signature

Planning Department Signature*

DATE

**Confirming that the Plat & Lot/Metes & Bounds are correct for property subject to proposed Zone Change*

WORKFLOW FOR SUBMISSION OF A ZONE CHANGE:

The checklist and application are available under the Clerk's Department on the city website

Please refer to the City Council Rules for the deadline to submit an application to be introduced as New Business at the next regularly scheduled Council meeting

1. Application must be signed by the Planning Department **PRIOR TO** submission to the City Clerk.

*The Planning Dept. is confirming that the Plat & Lot is correct (for change of an entire lot); or that the Metes & Bounds description is correct (for a portion of a lot). The City Clerk's office **will not** accept the application until it has been signed by the Planning Department*

2. Applicant must obtain the abutters list, 400 ft radius map, and labels from the Assessor's Office. The fee for these items is to be paid directly to the Assessor's Office.

3. The signed petition and items from the Assessor's office, along with all other items listed on the checklist, will be submitted to the City Clerk's Office along with the filing fee of \$400

4. Digital copies of the draft ordinance (in Word, not PDF) and maps are to be submitted to the City Clerk at tnelson@cranstonri.gov

5. The City Clerk will request from the Planning Department the date that the application will be heard by the Planning Commission

6. Once the date of the Planning Commission has been received, the City Clerk will determine the date the application will be heard by the Ordinance Committee and add that to the draft ordinance.

7. The City Clerk will place the ordinance on the next regularly scheduled Council meeting for introduction as new business to be referred to the Ordinance Committee (on determined date).

8. The City Clerk will electronically distribute the application and supporting documents to the Planning Dept and Public Works Dept.

9. The Public Works Dept. will forward to the utility companies

10. The Planning Commission will advertise and hold a public hearing on the application

11. The City Clerk will advertise the public hearing scheduled for the Ordinance Committee

12. The Planning Dept. will submit the Planning Commission's written recommendation to the Assistant City Clerk prior to the deadline (found in City Council Rules) for posting the Ordinance Committee agenda (in accordance with the Open Meetings Act) so that the recommendation may be linked to the posted agenda

13. The City Clerk will provide the applicant with the advertising and postage fees due

14. Once action has been taken by the Ordinance Committee it will be placed on the next regular Council Meeting for vote of the full Council

15. Upon full Council approval and receipt of any outstanding fees the City Clerk will record the Zone Change in the land evidence records