



APPLICATION FOR ZONING ORDINANCE TEXT AMENDMENT

Town of South Kingstown

APPLICANT INFORMATION

Applicant Name: _____

Name of Primary Contact (if applicant is an organization): _____

Applicant Address: _____

Applicant Phone: _____ Applicant Email: _____

Name of Person Authorized to Act as the Applicant's Representative: _____

ITEMS TO BE SUBMITTED BY THE APPLICANT

1. Filing Fee: \$600 (make check payable to the Town of South Kingstown)
2. Two (2) copies of a narrative summary of the intent of the proposed Zoning Ordinance text amendment
3. Two (2) copies of a draft of proposed Zoning Ordinance text amendment

COSTS TO BE BOURNE BY THE APPLICANT

1. Filing Fee of \$600
2. Cost of Newspaper Advertisement for Required Public Hearing. The applicant will be billed by the Town Clerk after newspaper advertisements appear. The approximate costs of advertising will be estimated by the Town Clerk if requested by the applicant.

CERTIFICATION

The applicant understands that the required filing fee will be deposited upon receipt in order to initiate review of the application for completeness and that deposit of the fee does not indicate that the application has been certified complete.

The applicant and/or their representative agrees to attend scheduled meetings of the Town Council, Planning Board, and any other Boards or Commissions as may be required, and provide all requested information. The applicant and/or their representative accepts the responsibility for rescheduling any meetings she/he fails to attend. Failure to obtain the necessary recommendations may result in the continuance or re-advertisement of the public hearing at the applicant's expense.

Signature of Applicant

Date

RECORD OF SUBMISSION AND SCHEDULE OF MEETINGS

The schedule of dates and meetings outlined below shall be completed by the Director of Planning and the Town Clerk and forwarded to the applicant within 10 days of receipt of a complete application.

- _____ Date “completeness” is certified
- _____ Date of first Planning Board Meeting
- _____ Date(s) of subsequent Planning Board Meeting(s) – *all listed meeting dates may not be necessary based on the complexity of the application*
- _____ Date Planning Board recommendation must be forward to the Town Council – *must be no more than 45 days from “completeness”*
- _____ Date by which Public Hearing must begin – *must be no more than 65 days of receipt of recommendation from Planning Board*

The Town shall notify the applicant as to when the application is scheduled for review by the Town Council, Planning Board, or any other Board or Commission no later than 7 days before the meeting.

FOR INTERNAL RECORD KEEPING ONLY

- _____ Date of Town Council Order of Notice
- _____ Newspaper Advertisement Dates – *3 weeks*
- _____
- _____
- _____ Date(s) of Public Hearing – *must be within 65 days of PB recommendation*
- _____
- _____ Date of Town Council Closure of Public Hearing
- _____ Date of Town Council decision – *must be within 45 days of closure of the Public Hearing*