

Portsmouth Zoning Board of Review  
2200 East Main Road  
Portsmouth, RI 02871

PETITION

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

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

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

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

Subject Premises:  
Address: \_\_\_\_\_  
\_\_\_\_\_

Tax Assessor's Map \_\_\_\_ Lot: \_\_\_\_  
Zoning District: \_\_\_\_\_

Present Use of Premises: \_\_\_\_\_

Proposed Use of premises: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning Ordinance Section: \_\_\_\_\_ Special Use Permit: \_\_\_\_\_  
Dimensional Variance: \_\_\_\_\_

Relief Requested: Dimensional Variance \_\_\_\_ Special Use \_\_\_\_ Use Variance \_\_\_\_

Lot Size: \_\_\_\_\_ sq. ft. Lot Coverage \_\_\_\_\_ sq. ft. Lot Coverage \_\_\_\_ %  
Lot Coverage Variance Requested: \_\_\_\_ %

Grounds for Variance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grounds for Special Use Permit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant: \_\_\_\_\_  
Print Name

Owner: \_\_\_\_\_  
Print Name

Portsmouth Zoning Board of Review  
Dimensional Variance

Zoning District: \_\_\_\_\_

Required Setbacks:

	<u>R-10</u>	<u>R-20</u>	<u>R-30</u>	<u>R-40</u>	<u>R-60</u>
Front Yard	20 ft	30 ft	30 ft	30 ft	50 ft
Rear Yard	20 ft	30 ft	30 ft	30 ft	50 ft
Side Yard	10 ft	15 ft	20 ft	20 ft	50 ft

\_\_\_\_\_ Yard Setback    Location: \_\_\_\_\_    Setback Required: \_\_\_\_\_ Ft.  
Proposed Distance to the Property Line: \_\_\_\_\_ Ft. Variance Requested : \_\_\_\_\_ Ft.  
Proposed Use: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Yard Setback    Location: \_\_\_\_\_    Setback Required: \_\_\_\_\_ Ft.  
Proposed Distance to the Property Line: \_\_\_\_\_ Ft. Variance Requested : \_\_\_\_\_ Ft.  
Proposed Use: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Yard Setback    Location: \_\_\_\_\_    Setback Required: \_\_\_\_\_ Ft.  
Proposed Distance to the Property Line: \_\_\_\_\_ Ft. Variance Requested : \_\_\_\_\_ Ft.  
Proposed Use: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Yard Setback    Location: \_\_\_\_\_    Setback Required: \_\_\_\_\_ Ft.  
Proposed Distance to the Property Line: \_\_\_\_\_ Ft. Variance Requested : \_\_\_\_\_ Ft.  
Proposed Use: \_\_\_\_\_  
\_\_\_\_\_

Portsmouth Zoning Board of Review  
Lot Coverage

Existing:

	*Dimensions	Sq. Ft.		Dimensions	Sq. Ft.
House	_____	_____	Deck	_____	_____
	_____	_____		_____	_____
Garage	_____	_____	Bulkhead	_____	_____
	_____	_____	Stairs	_____	_____
Porch	_____	_____		_____	_____
Subtotal		_____	Shed	_____	_____
			Subtotal	_____	_____
			Total Sq. Ft.		_____
Lot Size	_____		Existing Lot Coverage (Sq. Ft./Lot Size)		_____%

Proposed Additions:

	*Dimensions	Sq. Ft.		Dimensions	Sq. Ft.
House	_____	_____	Deck	_____	_____
	_____	_____		_____	_____
Garage	_____	_____	Shed	_____	_____
	_____	_____		_____	_____
Subtotal		_____	Subtotal	_____	_____
Structures to be Removed are Subtracted:			(_____)	(_____)	
			Total Additional Sq. Ft.		_____
			Proposed Additional Lot Coverage (Sq. Ft./Lot Size)		_____%
			Total Sq. Ft. Proposed (Existing Sq. Ft. + Proposed)		_____
			Proposed Lot Coverage (Proposed Sq. Ft./Lot Size)		_____%
			Variance Requested		_____%

\* Includes all Overhangs

Portsmouth Zoning Board of Review  
2200 East Main Road P.O. Box 155  
Portsmouth, RI 02871

Rules for Filing Petitions and Appeals

**NO Petition or Appeal will be accepted unless it contains the following:**

1. **Site Plan/Plot Plan:** (does not have to be to scale; may be drawn by hand or computer)
  - Show Dimensions of Lot
  - Diagram of all structures (include house, garages, deck, shed, pools, step/stairs)
  - Dimensions of all structures
  - Distances from structures to the lot lines (front, rear, sides)
  - Location of septic system
  - Show street(s) location
  - Indicate “North” arrow on the plan
2. **List of abutters:** By name, address, map and lot numbers (include all parcels within 200 ft. of the subject property).
3. **Filing fee**
4. **Return to:**

Building Inspector's Office  
2200 East Main Road  
Portsmouth, RI 02871
5. **For A Special Use Permit,** no petition will be accepted if not accompanied with the following information:
  - a. A site plan stamped by a R.I. Registered Engineer which includes the following:

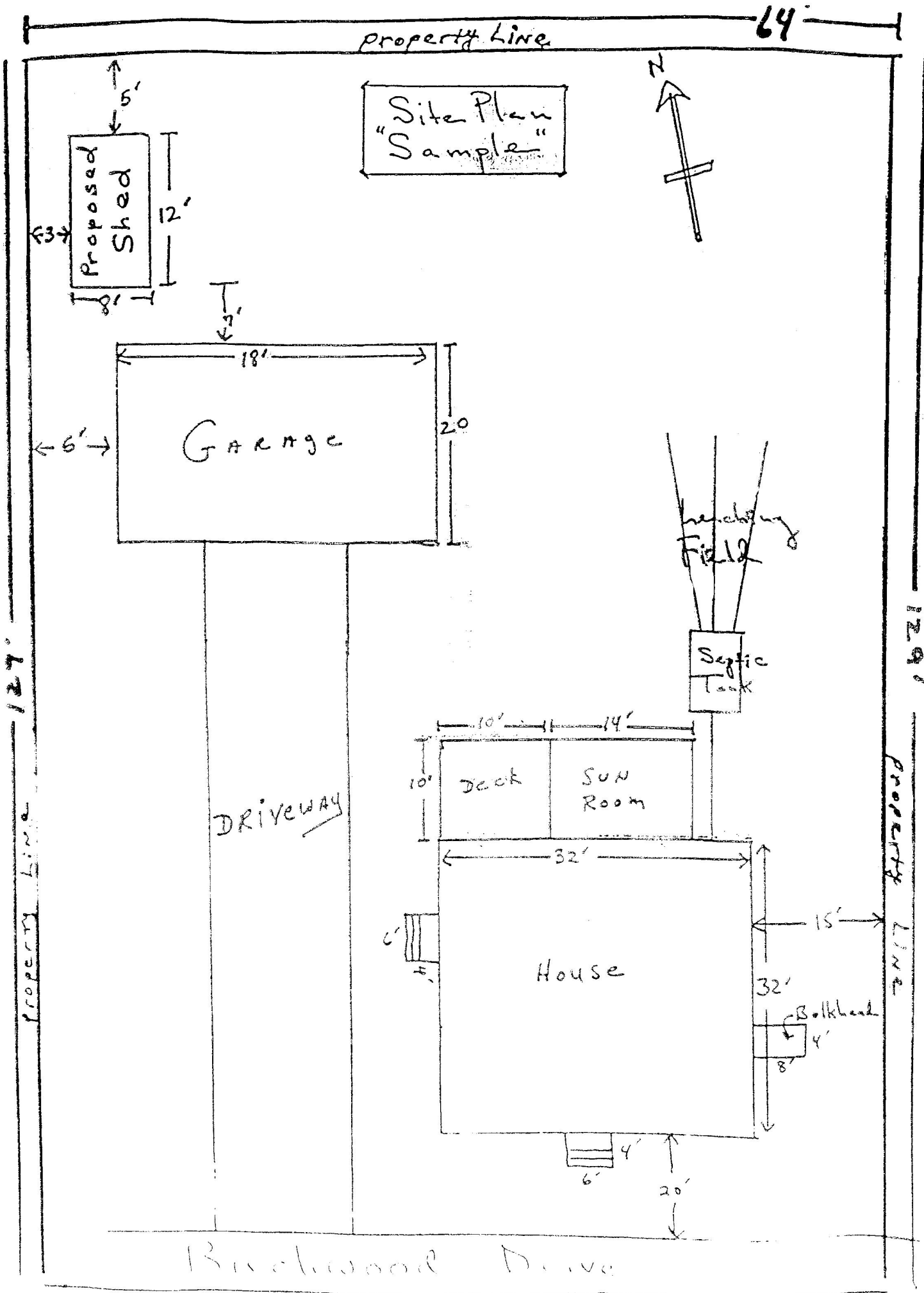
- Both existing and proposed contours at two foot intervals
- Size and location of all underground utilities within and abutting the site.
- Location and width of all proposed vehicular and pedestrian interior ways.
- Location and number of parking spaces.
- Location of all buildings by type.
- Location and type of all retention/erosion control areas.
- Show the proposed treatment of all open spaces.
- Location and type of exterior lighting.
- Building elevations and floor plans

b. Written approval from the Director of the Department of Environmental Management if the proposal were to increase the sewage flow.

c. Written approval from the Portsmouth Fire Department.

6. When in the opinion of the Zoning Official the above mentioned information is not relevant, the Zoning Official may waive the requirements.

NOTE: You are encouraged to submit any additional information that you believe is relevant to your petition, such as elevations, floor plans, septic design.



RULES OF PROCEDURE OF THE  
PORTSMOUTH, RHODE ISLAND BOARD OF REVIEW

Pursuant to the authority and direction of Section 45-24-56, General Laws of Rhode Island, the Board of Review of the Town of Portsmouth, Rhode Island, adopts the following rules of procedure to be used in connection with zoning petitions and appeals:

1. All petitions for dimensional or use variances, requests for special use permits, and appeals of the decisions of the Planning Board and/or the Building Inspection Department shall be filed in accordance with the application procedures established in the Portsmouth Zoning Ordinance. All required documents shall be submitted to the Building Inspection Office by the Friday after the third Thursday of preceding month.
2. The Building Inspection Department shall cause notice of appeals and petitions to be given by publication as required by the General Laws and Rhode Island and by mail to the owners of all property abutting the property that is the subject of the appeal or petition by regular United States mail, postage prepaid.
3. The Board of Review shall meet on the third Thursday of each month. Special meetings may be called by the Chairman or by vote of the board. Regular meetings may be canceled by vote of the board.
4. Petitions and appeals are heard in the order in which they are received in the Building Inspection Office, beginning with those involving residential property and then proceeding to those involving multi-family and commercial property.
5. All persons appearing before the Board of Review shall have the right to be represented by an attorney. However, no person shall be required to have an attorney. If the appellant or petitioner does not appear personally or by an attorney, he may designate in writing some person to present his appeal or petition to the board. The board will hear the petitioner or appellant or his representative and his witnesses, and will then hear abutters and interested parties and their witness. Parties may present additional exhibits during the hearing to clarify, support, or refute testimony.
6. Formal written motions and other pleadings shall not be required.
7. Witnesses presenting testimony about factual matters shall be sworn. Persons desiring to present only argument need not be sworn.
8. Proceedings shall be informal, but orderly. A person presenting a petition or claiming an appeal shall have the burden of convincing the board that he is entitled to the relief sought. All people appearing in favor or in opposition to a petition or appeal shall be given a fair opportunity to be heard.
9. Objections to evidence shall be decided by the Chairman. Any board member may seek a decision by the whole board on any ruling by the chairman.

10. Courtroom rules of evidence do not apply. However, irrelevant evidence shall be excluded.

11. The board may receive written comments from persons not in attendance at the hearing. They shall be given such weight as is appropriate.

12. A petitioner may not significantly alter the plan submitted with his petition during the hearing.

13. A petitioner or appellant may request a continuance if he is unable to be present because of unforeseen circumstances or if he is unable to present information which the board requires to make a decision and which was not anticipated at the time the petition was submitted. Only two such continuances will be allowed.

14. The board will decide all requests for permission to withdraw, and will decide whether withdrawal is to be allowed with prejudice or without prejudice. If permission to withdraw without prejudice is granted, the petitioner may resubmit the same or another petition at any time.

15. At the close of the hearing of each petition the board will render a decision. The board shall cause its decisions to be reduced to writing. The original shall be filed with the building official. A copy shall be sent to the petitioner or appellant and to any attorney appearing before the board. The prevailing party shall be responsible to see to the recording of the decision in the land evidence records of the Town of Portsmouth and its posting in the office of the town clerk. Once the decision has been recorded and any necessary state approvals have been received, a party requiring a building permit may obtain the same.

16. All records, including exhibits submitted and decisions of the board, shall be filed in the office of the Building Inspection Department, Portsmouth Town Hall, 2200 East Main Road, Portsmouth, Rhode Island. Correspondence to the Board of Review may be addressed to that office.