

ZONING

260 Attachment 3

Town of Lincoln [Amended 6-18-2013 by Ord. No. 2013-6]

APPLICATION INSTRUCTIONS

Instructions to Applicants Filing Applications for Variances or Special Use Permits or Relief from Mapped Street Ordinance or Appeals

All applications to be reviewed by the Town of Lincoln's Zoning Board of Review, according to the Lincoln Zoning Ordinance, must be filed 45 days before the first Tuesday of the month with the proper filing fee and items one through seven below fully completed. The application must be filed with the Zoning Enforcement Officer in the Office of Building Inspections at Lincoln Town Hall.

Applications are scheduled on a first come, first served basis. A maximum of eight complete applications (including appeals) may be scheduled for review each month. **NO APPLICATION WILL BE SCHEDULED FOR A HEARING WITHOUT A CERTIFICATE OF COMPLETENESS FROM THE ZONING ENFORCEMENT OFFICER OR HIS/HER DESIGNEE.**

In order for an application to be certified as complete by the Zoning Enforcement Officer or his/her designee, the following items are **REQUIRED** for an application submission:

1. A completed application form (available from the Office of Building Inspections or online at www.lincolnri.org) that is signed by the property owner, and applicant (if different from owner) and lawyer (if applicable). The application must also include a list of all the property owners within 200 feet of the property's lot lines.
2. A two-hundred-foot radius map drawn to scale, from the furthest corners of the lot or lots in question and all contiguous lots owned directly or indirectly by the owner and/or applicant. Show all lot numbers and plat numbers on each lot within the radius. (Maps are available from the Tax Assessor's office or online at www.lincolnri.org <<http://www.lincolnri.org>> under the "Online Property Viewer.")
3. A copy of the proposed site plans drawn to scale. It is **STRONGLY RECOMMENDED** that a registered land surveyor or engineer draws the site plan. As applicable, plans must show off-street parking.
4. A sketch that describes exactly what the applicant and/or owner intends to do. The sketches do not have to be architectural drawings but must accurately reflect your plans.
5. Picture(s) of existing conditions from at least two sides.
6. The above items must be separated in packages; one of each of the five items above in each package for a total of 11 complete packages. The zoning application must be on top of each package.

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7. Two sets of self-adhesive mailing labels no larger than 1 1/2 inches by four inches with the names, addresses, and zip codes of all property owners within the two-hundred-foot radius and reported on the application form. Labels can be generated online at www.lincolnri.org <<http://www.lincolnri.org>> under the "Online Property Viewer."

8. Filing fee for all zoning applications is \$250 plus \$1 for each abutter. All checks shall be made out to the "Town of Lincoln."