



TOWN OF COVENTRY
Department of Planning & Development
1675 Flat River Road, Coventry, RI 02816

ZONING BOARD OF REVIEW INSTRUCTIONS

KEEP

For your
records

DEADLINE AND HEARING DATE

APPLICATION DEADLINE:

PLANNING BOARD HEARING DATE (IF REQUIRED):

ZONING BOARD HEARING DATE and TIME:

GENERAL INFORMATION

The Zoning Board of Review (ZBR) is comprised of five regular members and two alternates. Members are appointed by the Coventry Town Council and serve terms of five years (alternate members serve one-year terms). The Town Solicitor provides legal advice to the ZBR.

Hearings are held in the Town Hall Council Chambers, 1670 Flat River Road, on the first Wednesday of each month at 7:00 p.m. unless otherwise specified. All applications must be submitted at least twenty-eight (28) days prior to the next scheduled hearing. Hearing and filing deadlines are online and may be obtained at the Planning Department. The applicant is responsible for the application fee as set forth in Section 3130 of the Zoning Ordinance.

Applicants must appear at the ZBR in order for the application to be heard. An individual may either represent him or herself before the ZBR or be represented by an attorney; however, an attorney is required for any appearance on behalf of any limited partnership, corporation, LLC or other business, social, or fraternal organization.

CHECKLIST FOR SUBMITTAL OF A COMPLETE APPLICATION

- ☒ Completed and signed application (1 original and 10 copies)
- ☐ Abutters map, list and Affidavit of Notice (11 copies)
- ☐ Verification of updated tax payments (1 copy)
- ☐ Site plan showing roads and parking areas, existing and proposed buildings, measurement of structures from property lines, buildings on adjacent properties. Applicants do not need to employ surveyors or engineers, but measured drawings to scale are required (11 copies)
- ☐ ~~Floor plans~~ Floor plans, if applicable (11 copies)
- ☐ Sketches of proposed buildings and/or additions (11 copies)
- ☐ Filing Fee (see 3130 of the Zoning Ordinance) OR consult with staff. Fee should be clipped to the front of the application. Additional fees may apply
- ☐ Written narrative describing the project and why the requested relief is necessary

INSTRUCTIONS (PLEASE READ INSTRUCTIONS CAREFULLY)

1. **Complete the application form.** All requested information must be provided before the application will be accepted. The application must be legible and signed by the property owner(s) and applicant(s). Staff will provide the proper Zoning Ordinance Article and Section information on the application, if needed.
2. **Gather supporting documentation.** Request verification from the Tax Collector's Office that taxes are up-to-date on the subject property.
3. **Prepare and gather plans, illustrations and visuals.** Final site plans, floor plans, sketches of proposed buildings/additions, if applicable. Illustrations of the proposed relief from the Zoning Board must be submitted. Plans must give a clear indication of the proposed room layout and work entailed, including length, width, height of proposed construction, materials to be used, structural requirements, etc.
4. **File application package with the Planning & Development Department.** The filing deadline is 28 days prior to the hearing date. To allow sufficient time for review of all application materials, the completed application package must be filed with the Planning Department before 3:30 p.m. on the deadline date. The applicant should maintain contact with staff, and provide any visuals (in pdf or jpeg format) that they would like to the ZBR to review at the meeting.
5. **Prepare and send public notices.** Planning & Development staff will provide an Abutters List for your project and a form letter that must be used in public notices. Public notices must be sent by ~~certified~~ mail at least **21 days** in advance of the hearing. Applicants must return the RECEIPTS from the ~~certified~~ mailing and a notarized Affidavit of Notice attesting that they have prepared the public notice as instructed. Accuracy is EXTREMELY important as an improper notice will delay the application process.
6. **Present application to the Zoning Board of Review.** Note: Some applications require larger venues to accommodate interested residents. These meetings are generally outside of the regular schedule. Any applicant who cancels within 48 hours of the hearing for any reason will be charged for all expenses incurred by the Town to reschedule, including Town staff time, Police detail and any other expenses. Regularly scheduled meetings begin promptly at 7:00 p.m. The order of the agenda is determined on the night of the hearing by the Chair. After the application has been read into the record, the applicant(s) come forward to be sworn in and are asked to explain the application. Plans are reviewed and any other information which would be helpful (i.e. photographs) may be presented at this time. Questions will be asked by the Board members and any testimony to be given will take place. Members of the public are then given the opportunity to speak in favor or against the application. Generally, after a hearing, all applications are taken under advisement by the Board for a month. The matter is discussed during the work session of the next regularly scheduled meeting and decisions are usually rendered thereafter.
7. **Attend meeting where ZBR Decision is ratified and wait for appeal period.** After the application is presented before the ZBR, a written decision is prepared by the Town Solicitor and mailed to the applicant(s) which will set forth the facts and findings of the application and clarify any stipulations placed on the decision. Zoning decisions are recorded in the Town Clerk's Office, and a 20-day appeal period effectuates from the date of filing allowing the opportunity for any opposing individual to appeal the decision to the Rhode Island Superior Court. In the event of an appeal, the decision of the Zoning Board may be stayed until a final determination by the Court. If the decision is not appealed, a building permit application for proposed construction may be submitted to the Building Official's Office after the 20-day appeal period has passed.

ZONING ORDINANCE RELIEF REQUESTED

Specify the Zoning Code Reference for the relief sought, including the Zoning Ordinance Article, Section and Use Code (if applicable)

Article IX 255-920 A(1)(a) States Accessory structures shall not be placed in the front yard. Relief is sought to put a car port in front of existing garage to provide an place for snow removal equipment. Wife is a nurse and an essential healthcare worker, during last years blizzard snow obstructed garage doors rendering them non-functional. Hardship occurs on placing car port on the side of the garage because of a foundation that was put in prior to our purchase of the property. See enclosed photo.

Describe the proposed alterations, additions, new buildings or other activity requested (including size and height):

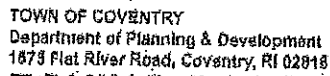
Be sure to explain the relief that is being requested and how it is different from the Zoning Ordinance

Relief requested is to put the car port in front of existing garage. Article IX 255-920 A) Accessory structures, ordinance states structures shall not be placed in the front yard.

List other TOWN Committees or Boards that will review the proposal:

Boards and
Commissions

--



Owner Name Phone

Company Email

Address

City State Zip code

Describe the conditions or hardship that requires the applicant to deviate from the Zoning Ordinance, such as the physical condition of the property, loss of property use, effect on surrounding properties.

Please see enclosed photo of an empty foundation that prevents placing car port on the side of the house

By signing this application, I understand that plans cannot be altered once the Board has approved or disapproved of them. They are incorporated as part of the decision and are final.

Applicant Signature:

John Delamater

Date:

7/14/26

Applicant Signature:

Date:

Owner Signature:

Date:

Owner Signature:

Date:

LEGAL REQUIREMENTS -- USE VARIANCES

Article 4, Sec. 450 of the Zoning Ordinance allows the Zoning Board to grant variances from the literal requirements of the Zoning Ordinance relating to uses or activities where the application of those requirements would impose a hardship on the applicant. In order to obtain a Use Variance, an applicant must:

1. Explain what hardship the applicant will suffer if required to comply with the literal requirements of the Zoning Ordinance.

AND

2. Provide evidence (*documents or sworn testimony*) that satisfies the Zoning Board that the relief being requested meets the following standards:

- A. That the hardship from which the applicant seeks relief:

- Is due to the unique characteristics of the subject land or structure;
- Is not due to the general characteristics of the surrounding area;
- Is not due to a physical or economic disability of the applicant;
- Is not the result of any prior action of the applicant; and
- Does not result primarily from the desire of the applicant to realize greater financial gain;

- B. The granting of the requested variance:

- Will not alter the general character of the surrounding area; or
- Impair the intent or purpose of this Ordinance or the Coventry Comprehensive Plan; and

- C. The relief requested is the least relief necessary.

- D. The land or structure cannot yield any beneficial use if it is required to conform to the Zoning Ordinance. (*Note: Nonconforming uses of neighboring land or structures in the same district and permitted uses of lands or structures in adjacent districts shall not be considered by the Zoning Board in its review of an application for a use variance.*)

➤ It shall not be grounds for relief that a use may be more profitable or that a structure may be more valuable if relief is granted.

➤ The granting of a Dimensional Variance is prohibited where the zoning enforcement officer has recorded a Notice of Violation in the Land Evidence Records which alleges a violation of the use or dimensional requirements of the Coventry Zoning Ordinance until such time as the violation is corrected to the satisfaction of the zoning enforcement officer.

LEGAL REQUIREMENTS -- DIMENSIONAL VARIANCES

Article 4, Sec. 450 of the Zoning Ordinance allows the Zoning Board to grant variances from the literal requirements of the Zoning Ordinance relating to dimensions or physical site requirements other than uses or activities where the application of those requirements would create a hardship on the applicant. In order to obtain a Dimensional Variance, an applicant must:

1. Explain what hardship the applicant will suffer if required to comply with the literal requirements of the Zoning Ordinance.

4VD

2. Provide evidence (*documents or sworn testimony*) that satisfies the Zoning Board that the relief being requested meets the following standards:

- A. That the hardship from which the applicant seeks relief:

- Is due to the unique characteristics of the subject land or structure;
- Is not due to the general characteristics of the surrounding area;
- Is not due to a physical or economic disability of the applicant;
- Is not the result of any prior action of the applicant; and
- Does not result primarily from the desire of the applicant to realize greater financial gain;

- B. The granting of the requested variance:

- Will not alter the general character of the surrounding area; or
- Impair the intent or purpose of this Ordinance or the Coventry Comprehensive Plan; and

- C. The relief requested is the least relief necessary

- D. The hardship that the applicant will suffer if the dimensional variance is not granted will be more than a mere inconvenience (*e.g. there is no other reasonable alternative to enjoy a legally permitted beneficial use of one's property*).

➤ It shall not be grounds for relief that a use may be more profitable or that a structure may be more valuable if relief is granted

➤ The granting of a Dimensional Variance is prohibited where the zoning enforcement officer has recorded a Notice of Violation in the Land Evidence Records which alleges a violation of the use or dimensional requirements of the Coventry Zoning Ordinance until such time as the violation is corrected to the satisfaction of the zoning enforcement officer.

Application for a Dimensional Variance from the Zoning Code

Rhode Island General Law §45-24-41 states that "An application for relief from the literal requirements of a zoning ordinance because of hardship may be made by any person, group, agency, or corporation by filing with the zoning enforcement officer or agency an application describing the request and supported by any data and evidence as may be required by the zoning board of review or by the terms of the ordinance."

There are four criteria that the Zoning Board of Review will take into consideration when reviewing an application for a Dimensional Variance. Please note that all four criteria must be answered. Failure to do so may result in an application being deemed incomplete.

§45-24-41(d)(1): "That the hardship from which the applicant seeks relief is due to the unique characteristics of the subject land or structure and not to the general characteristics of the surrounding area; and is not due to a physical or economic disability of the applicant, excepting those physical disabilities addressed in § 45-24-30(a)(16)":

Seeking relief due to a pre-existing foundation on the side of the house and not due to physical or economic disability of the applicant.

§45-24-41(d)(2): "That the hardship is not the result of any prior action of the applicant":

The hardship is not the result of action of the applicant. Applicant needs to be in front of garage, so we can enter house through garage doors, much safer. Also plow truck will be parked in it. to plow all of driveway, much more efficient.

§45-24-41(d)(3): "That the granting of the requested variance will not alter the general character of the surrounding area or impair the intent or purpose of the zoning ordinance or the comprehensive plan upon which the ordinance is based.":

This will not alter the general character of the surrounding area.

Town of Coventry, RI

1322 VICTORY HWY

Layers

174.1

350'

2.0

321.78'

AcC

277.07'

7130 FEET

0 50 ft

1322 VICTORY HWY

§45-24-41(e)(2): "In granting a dimensional variance, that the hardship suffered by the owner of the subject property if the dimensional variance is not granted amounts to more than a mere inconvenience, meaning that relief sought is minimal to a reasonable enjoyment of the permitted use to which the property is proposed to be devoted. The fact that a use may be more profitable or that a structure may be more valuable after the relief is granted is not grounds for relief."

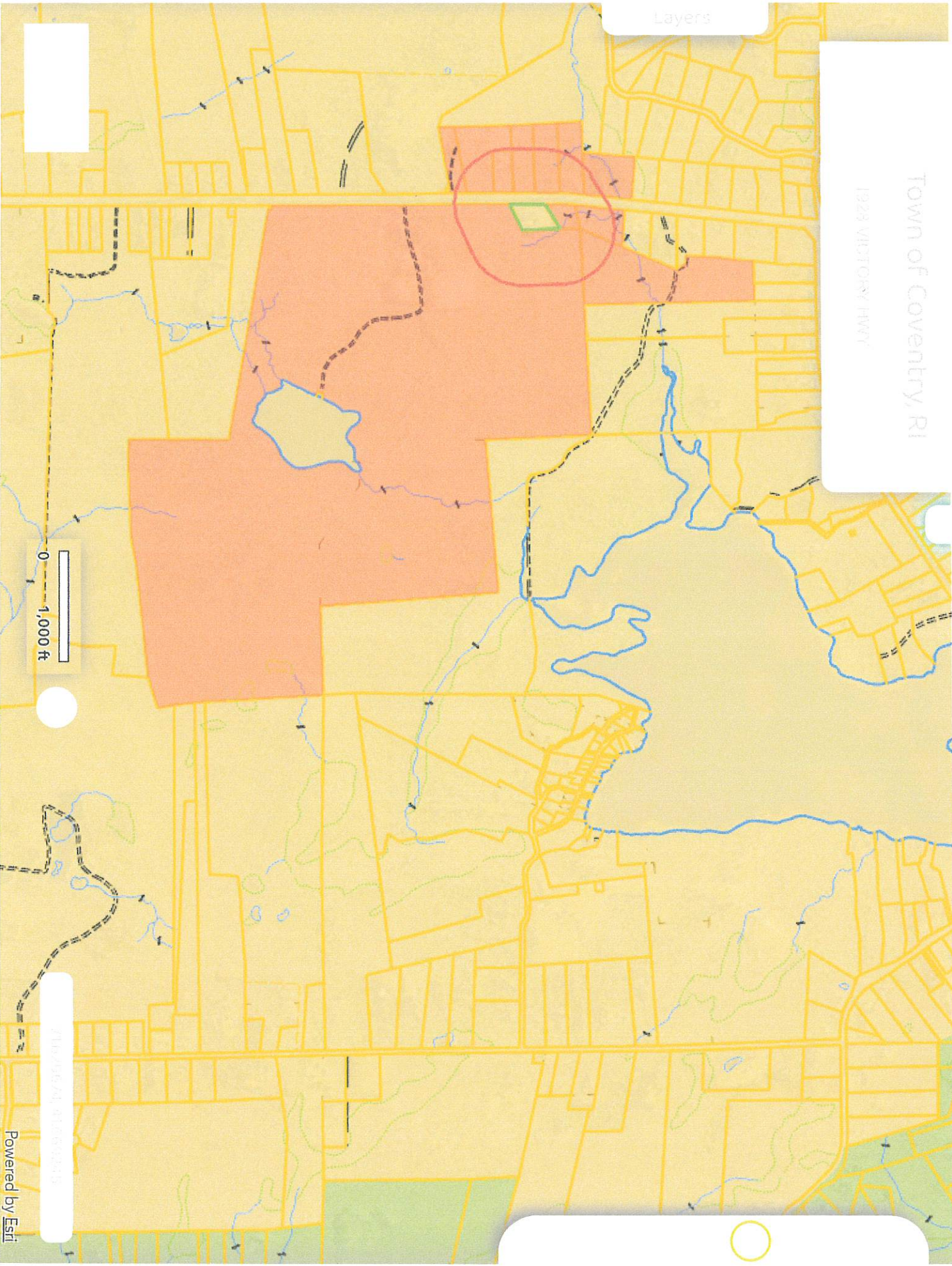
Denial would be more than a mere inconvenience. My wife is an essential Healthcare Worker and needs to be able to get to work. The carport will be used to store snow equipment necessary to clear egress from the garage and driveway.



Town of Coventry, RI

1923 VICTORY HWY

Layers



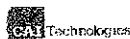


500 feet Abutters List Report

Coventry, RI
July 14, 2026

Parcel Number: 0310-175.000
CAMA Number: 0310-175.000
Property Address: 2082 VICTORY HWY

Mailing Address: AUDUBON SOCIETY OF R.I.
12 SANDERSON RD
SMITHFIELD, RI 02917



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7/14/2026

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Abutters List Report - Coventry, RI



500 feet Abutters List Report

Coventry, RI
July 14, 2026

Subject Property:

Parcel Number: 0310-174.001
CAMA Number: 0310-174.001
Property Address: 1928 VICTORY HWY

Mailing Address: GELSOMINO JOHN F & JESSICA L
1928 VICTORY HWY
COVENTRY, RI 02816

Abutters:

Parcel Number: 0310-002.000
CAMA Number: 0310-002.000
Property Address: 2097 VICTORY HWY

Mailing Address: CORNEAU ROBERT A & PAMELA J
2097 VICTORY HWY
COVENTRY, RI 02816

Parcel Number: 0310-003.000
CAMA Number: 0310-003.000
Property Address: 2059 VICTORY HWY

Mailing Address: LAGERSTROM JACK & KATHY LORI
2059 VICTORY HWY
COVENTRY, RI 02816

Parcel Number: 0310-004.000
CAMA Number: 0310-004.000
Property Address: 2037 VICTORY HWY

Mailing Address: BROWN VIRGINIA LIVING TRUST
BROWN GLENN R TTE
P.O. BOX 109
COVENTRY, RI 02816

Parcel Number: 0310-005.001
CAMA Number: 0310-005.001
Property Address: 1933 VICTORY HWY

Mailing Address: ZAZA SHIVAN I & INGRID
1933 VICTORY HIGHWAY
COVENTRY, RI 02816

Parcel Number: 0310-005.021
CAMA Number: 0310-005.021
Property Address: 2001 VICTORY HWY

Mailing Address: BOUSQUET RICHARD J SR & SUSAN M
2001 VICTORY HIGHWAY
COVENTRY, RI 02816

Parcel Number: 0310-005.022
CAMA Number: 0310-005.022
Property Address: 1975 VICTORY HWY

Mailing Address: PROFFITT RICHARD G JR
1975 VICTORY HIGHWAY
COVENTRY, RI 02816

Parcel Number: 0310-006.000
CAMA Number: 0310-006.000
Property Address: 1895 VICTORY HWY

Mailing Address: ARAKELIAN VINCENT
1895 VICTORY HWY
COVENTRY, RI 02816

Parcel Number: 0310-170.000
CAMA Number: 0310-170.000
Property Address: 1898 VICTORY HWY

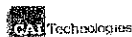
Mailing Address: LUKOWICZ RONALD J JR
1898 VICTORY HWY
COVENTRY, RI 02816

Parcel Number: 0310-173.001
CAMA Number: 0310-173.001
Property Address: 1898 VICTORY HWY

Mailing Address: LUKOWICZ JEANNE M L/E LUKOWICZ
RONALD JR ETALS
1898 VICTORY HWY
COVENTRY, RI 02816

Parcel Number: 0310-174.002
CAMA Number: 0310-174.002
Property Address: 0 VICTORY HWY

Mailing Address: LUKOWICZ STEVEN M
1898 VICTORY HIGHWAY
COVENTRY, RI 02816



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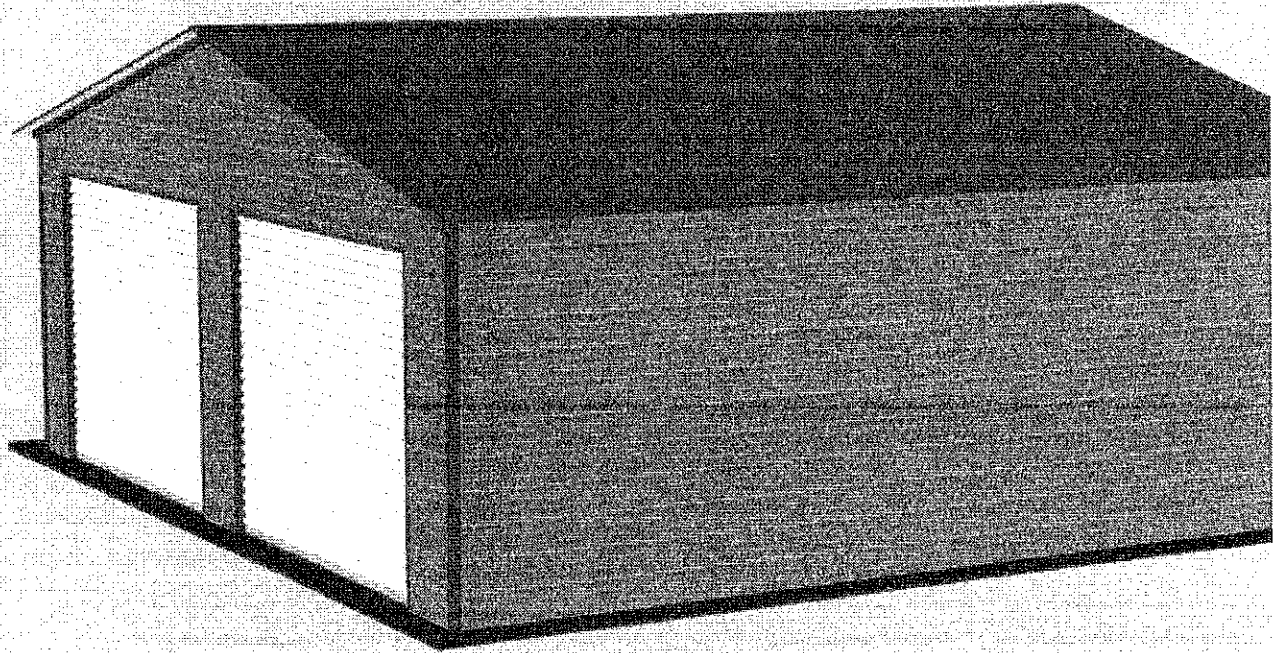
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K -

From: John Gelsomino (stonetiv@cox.net)

To: stonetiv@cox.net

Date: Tuesday, July 14, 2026 at 11:09 PM UTC



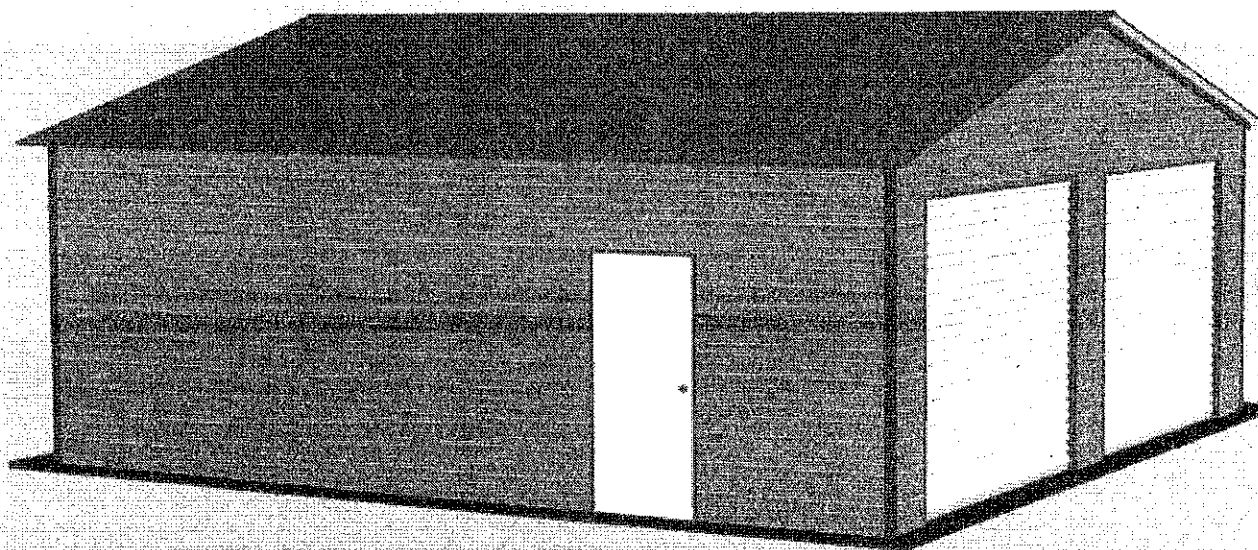
Yahoo Mail: Search, Organize, Conquer

K

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Date: Tuesday, July 14, 2026 at 11:09 PM UTC



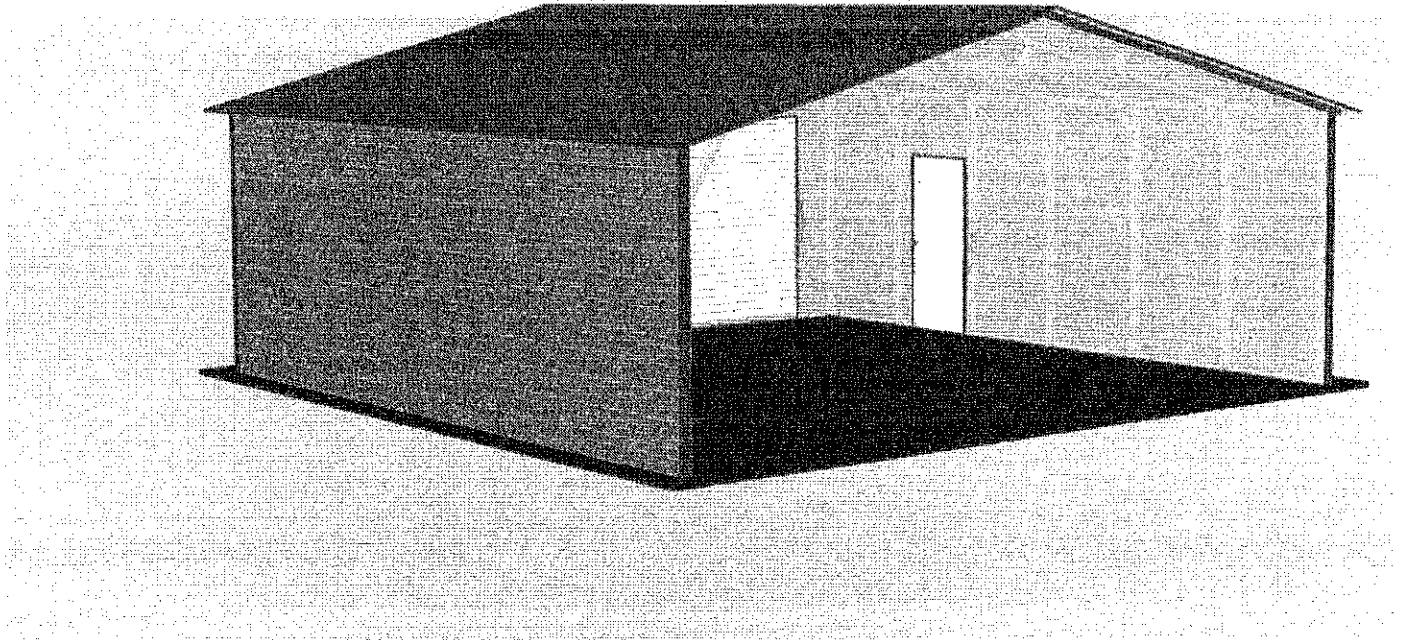
Yahoo Mail: Search, Organize, Conquer

K

From: John Gelsomino (stonetiv@cox.net)

To: stonetiv@cox.net

Date: Tuesday, July 14, 2026 at 11:05 PM UTC



Yahoo Mail: Search, Organize, Conquer