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:
OCTOBER 2, 2026

PLANNING BOARD HEARIING DATE (IF REQUIRED):
OCTOBER 28, 2026

ZONING BOARD HEARING DATE and TIME:
SAA

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 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

- [X] Completed and signed application (1 original and 10 copies)
- [X] Abutters map, list and Affidavit of Notice (11 copies)
- [X] Verification of updated tax payments (1 copy)
- [X] 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, if applicable (11 copies) N/A
- [ ] Sketches of proposed buildings and/or additions (11 copies) N/A
- [ ] 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 REFER TO STORMWATER MANAGEMENT NARRATIVE REPORT

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 RECIEPTS 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.

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ZONING BOARD OF REVIEW APPLICATION

RETURN TO COVENTRY PLANNING

PROJECT INFORMATION

Application Type:

- [ ] Special Use Permit (See Zoning Ordinance, Section 430)
- [ ] Use Variance (see Zoning Ordinance, Section 450)
- [x] Dimensional Variance (see Zoning Ordinance, Section 455B)
- [ ] Appeal of Building Inspector/Zoning Enforcement Decision (see Zoning Ordinance, Section 412)
- [ ] Time Extension Request

Project Name: Picozzi Plat Minor Subdivision | Plat: 89 | Lot(s): 9

Street address /location: 0 HOPE FURNACE ROAD (OFF WASHINGTON OAK ELEM. SCHOOL DRIVEWAY

Zoning District: RR2 - RURAL RESIDENTIAL

Width of Lot: 730 | Depth of Lot: 585 FT | Area (s.f.): 359,055 S.F.

APPLICANT INFORMATION

Note: An individual may represent him/herself before the Coventry Zoning Board with respect to any application involving his/her property. If the applicant is anyone OTHER than the landowner, or if the applicant is a limited partnership, corporation, LLC or other business, social or fraternal organization, then the owner/applicant must be represented by legal counsel.

Applicant Name: DOMENICO A. PICOZZI | Phone: (401) 640-9185

Company: N/A | Email: dapicozzi3@icloud.com

Authorized Corp./LLC Officer:

Corp/LLC Contact Email:

Corp/LLC Contact Phone:

~~Company~~ Address: 506 HOPE FURNACE ROAD

City: HOPE | State: RI | Zip code: 02831

OWNER INFORMATION (if NOT the Applicant)

Owner Name: | Phone:

Company: | Email:

Address:

City: | State: | Zip code:

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 VI - Zoning District Use and Dimensional Regulations
Section 255-610 - Dimensional Regulations

Zone RR2 - Minimum Lot Frontage: 225 FT

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

Applicant proposes to subdivide A.P. 89 Lot 9 into five (5) lots, four (4) of which shall be developed with single-family dwellings, while the fifth shall contain a private cul-de-sac that shall provide vehicular access to each of the four (4) dwelling lots. A.P. 89 Lot 9 is landlocked, having been created without frontage on a platted public right-of-way as part of a land donation from the applicant to the Town of Coventry, which was used for the Washington Oak Elementary School.

The following are the required and proposed frontage parameters.

Subdivision Lots 1-4 (Dwellings) and 5 (Cul-de-Sac)
Minimum Lot Frontage: 225 FT Proposed Lot Frontage: 0 FT Relief Requested: 225 FT

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

Boards and Commissions	PLANNING

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.

A.P. 89 Lot 9 was created in accordance with the agreement between the Town of Coventry and the applicant for the donation of the land that was used for the Washington Oak Elementary School. Per the agreement, the applicant is allowed to develop four (4) dwellings on Lot 9, which shall access the public road system (Read School House Road) via the school driveway (which is not a platted public right-of-way). The requested relief will ratify the lack of frontage on a public right-of-way for all five (5) of the lots.

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: _____ Date: _____

Applicant Signature: _____ Date: _____

Owner Signature: SAA Date: _____

Owner Signature: _____ Date: _____