

# Town of Coventry, Rhode Island

## Department of Planning & Development

To the Applicant:

An administrative variance is a request for relief of the dimensional requirements in the Zoning Ordinance up to 25% of what is required, which can be administered and approved by the Planning Department.

The Applicant must submit the following to be considered:

- Completed Application
- Site Plan showing: existing and proposed buildings, measurement of structures from property lines, buildings on adjacent properties, roads and parking areas.
- Envelopes addressed to Abutters with Affixed Certified Mail Receipt Forms
- Fee of \$145

The Administrator will:

- Publish the request in the newspaper
- Draft letter to Abutting Property Owners
- Mail letters of notification, via Certified Mail, to abutting property owners
- Mail you a copy of the Decision

The application will be approved unless written objection is received within 30 days of the public notice. The Administrator may attach reasonable conditions to an approval. The application, notice, conditions, decision, and objections shall be made a public record.

Sincerely,

Paul Sprague  
*Town of Coventry*  
*Planner*