



Town of Foster

Est. 1781

181 Howard Hill Road, Foster, RI 02825
Phone: (401)392-9200 · Fax: (401)702-5010

ZONING BOARD APPLICATION PROCEDURE

1. Applications must be in the office and include all necessary information and must be filed on or before the first of the month prior to the meeting. A fee of \$ 100.00 must be submitted with the **eleven** (11) copies of the application.
2. A fee of \$ 50.00 must also be submitted with the application for the recording of the Zoning Board of Review's decision. In accordance to state statute all decisions of the Zoning Board of Review must be recorded and filed in the office of the Town Clerk within thirty (30) working days from the date the decision is rendered. Any decision evidencing the granting of a variance, modification, or special use must be recorded in the land evidence records of the town.
3. Only three applications will be scheduled for the meeting. Applications are accepted on a first come, first scheduled basis and are contingent upon **all** information being supplied. Applications lacking the needed information will be rejected.
4. Applications must include all requested information, a complete abutters list, an abutter's map, a plot plan, a copy of ISDS when required, a copy of the deed, a notarized letter of authorization or a copy of the sales agreement. When the deed is in more than one name, signatures of all parties are required and all signatures on the application **must** be notarized.



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5. It is the responsibility of the applicant to mail certified letters, the notice will be provided to you when your hearing is scheduled. Your date for your hearing will be set at this time. Certified mail must be mailed and receipts returned to the Zoning Office 30 days prior to the hearing. If this is not done and receipts are not returned to the Zoning Office, the hearing will automatically postpone to the next month.
6. Failure to supply needed information or incorrect information will result in a postponement.
7. If information is added after the initial application has been processed, your hearing will automatically be postponed until the next meeting.