

Town of North Smithfield

Office of the Building and Zoning Official

PROCEDURE FOR ZONING COMPLIANCE

1. A. Complete Zoning Compliance application, submit with letter of intent.
B. A Zoning Compliance form is completed by the (**Recorded Property Owner**).
C. A letter of Intent is written by the prospective property owner or the business applicant, explaining their type of proposed use, with sufficient detail.
For a business we need: hours of operation, number of employees and a detailed plan for parking.
(The reason for this is to see if this particular business is allowed in this particular zoning district)
2. The application is submitted with the letter of intent and the \$ 25.00 required fee to the Inspection Department.
3. Taxes are checked in Tax Collection for any **unpaid taxes**; if taxes are current the application is posted for review.
4. **As a point of information**: All Zoning request are different in nature. **However**, we do our best to issue within 15 working days.
5. **In addition**: Other factors that could potentially arise in the Zoning process could be that **Zoning Board** and or **Planning Board** approval may be necessary. Should this happen, the applicant would be notified of what would be required.



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6. We then notify the Applicant in **written form**, if the Zoning Compliance is **approved or denied**. When approved the applicant is instructed to bring a copy of the Zoning Compliance to the **Town Clerk** and **Tax Assessor's** office.

