

**TOWN OF RICHMOND, RHODE ISLAND**  
**ZONING BOARD OF REVIEW**

Richmond Town Hall, 5 Richmond Townhouse Road, Wyoming, RI 02898 • (401) 539-9000 ext. 3

***Instructions for applicants***

A decision by the Zoning Board of Review can permanently affect the status of your property. Before you file an application, you should strongly consider hiring a lawyer familiar with zoning law to represent you.

***If you do not plan to hire a lawyer, please remember the following:***

- It is your responsibility – not the responsibility of the Zoning Board members – to prove that your application should be granted. It is your responsibility to know what evidence and testimony you need to submit. It is your responsibility to look at the Zoning Ordinance to see what the burden of proof is for the relief you are requesting, and it is your responsibility to submit all of the sworn testimony and all of the evidence necessary to support your application.
- Relief from the Zoning Ordinance is granted for the *property*, not for the person who owns it. The word “hardship” in the ordinance refers to the particular characteristics of the land that justify relief from the terms of the ordinance. It has nothing to do with anyone’s *personal* hardship.
- If you do not send the proper hearing notices at least 14 days before the hearing to *all of the current owners* of property within 200 feet of your property *at their correct addresses*, and to anyone else who must be notified under Sec. 18.52.040 of the ordinance, the Zoning Board of Review does not have jurisdiction to hear your application. The hearing will have to be postponed so that new notices can be sent.
- If your application is denied, or if you forgot to provide some information, *you cannot go back and do it over again*. You only have one chance to do it the right way. You cannot submit the same application to the Zoning Board of Review again unless there is a material change in circumstances that involves the property itself. If the Zoning Board of Review decision on your application is appealed to the Superior Court, there is no trial or new hearing. The court makes a decision based only on what happened before the Zoning Board of Review.
- If the Zoning Board of Review grants your application, the decision will be recorded in the Richmond Land Evidence Records. Unless a court overturns the decision, it will be permanent. A variance or a special use permit “runs with the land.” It applies to the property no matter who owns it.
- The Zoning Clerk and the Zoning Enforcement Officer can provide you with application forms and other documents, *but they cannot give you legal advice*.