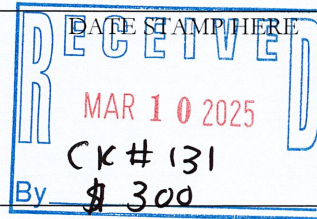




Newport Zoning Application

ZBR 2025 - APR - 008

(This box for staff use only)



Date: MARCH 10/2025

Board members:

The undersigned hereby petitions the Zoning Board of Review for a special use permit or a variance in the application of the provisions or regulations of the Zoning Ordinance affecting the following described premises in the manner and on the grounds hereinafter set forth.

Location of Premises

Street & No: 40 Prospect Hill

Tax Assessor's Plat: 27 Lot: 035 Zoning District: GB

☐ Special Use Permit (Non-Conforming Alteration) ☒ Regulatory (Dimensional) Variance

☐ Special Use Permit (New Use) ☐ Use Variance ☐ Modification

Property Owner: VIVIANA & GABRIEL ROYO (VICA LLC)

Mailing Address: VIVIANA ROYO.VR@GMAIL.COM

Email Address: ☒ 28 PROSPECT HILL ST. NEWPORT, RI 02840

Phone Number: 508-308-4237 / 508-981-8192

How long have you been the owner of the above premise? 2005

Legally Authorized Representative *if applicable: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Lessee: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____



Newport Zoning Application

Property Characteristics

Dimensions of lot-frontage: / ft. Lot Area: 2,504 sq. ft.

Are there buildings on the premises at present? YES

Total square footage of the footprint of existing buildings: / sq. ft.

Total square footage of the footprint of proposed buildings: / sq. ft.

Zoning Characteristics Matrix

	Existing	Required/Allowed	Proposed
Lot Size (sq. ft.)	2,504	5,000	
Coverage Area (sq. ft.)	/		
Lot Coverage (%)	/		
Dwelling Units	4		3
Parking (# of spaces)	3	9	3
Front Setback (ft.)	/		
Side Setbacks (ft.)	/		
Rear Setback (ft.)	/		
Height (ft.)	/		



Newport Zoning Application

All of the following information and questions must be filled in and answered completely.

Present use of Premise: 4 Dwelling units

Proposed use of Premise: 3 Dwelling units + 1 Guest House.

Summary of Proposed Alterations

Converting one 2 bedroom dwelling unit to a 2-bedroom Guest House.

The code requires 8 spaces currently, where 3 exist. The conversion requires 9 spaces (1 additional because of the manager parking space). We are asking for relief from the manager parking space because we are Newport residents with residential parking passes and can park on the street as required.



Newport Zoning Application

Applicant Statement

How does your application meet the required standards for variance(s) or special use permit(s)?
(See page 6 for most common applicable standards)

Hardship of the property is the lot size of 2,504 ~~sq~~, where 5,000 is required. The property only contains 3 spaces with no room to add any additional.

Because we are local Newport residents, we have resident parking stickers, which can be used to manage the property.



Newport Zoning Application

Upon submittal of this application, please make sure you have also reviewed our Zoning Application Submittal Requirements packet, and included with your application, a copy of the Submittal Checklist which can also be found here: [Zoning Application Submittal Requirements](#). If an application is missing any submittal requirements and/or necessary application information, your application may be regarded incomplete. Incomplete applications will not be publicly advertised or appear on an agenda until the project is deemed complete.

By signing below, I hereby attest that the information provided is accurate and truthful. I also attest that I have read through this application thoroughly and understand what is required to submit a completed application.

A handwritten signature in blue ink, appearing to be "Cenfor", written over a horizontal line.

Applicant Signature

The date "MARCH 10/2025" handwritten in blue ink over a horizontal line.

Date

A handwritten signature in blue ink, appearing to be "Cenfor", written over a horizontal line.

Owner Signature

The date "MARCH 10/2025" handwritten in blue ink over a horizontal line.

Date



Newport Zoning Application Submittal Requirements

ZBR 2025 - APR - 008

☐ Special Use Permit (new)

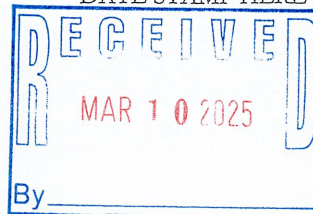
☒ Variance

☐ Special Use Permit (modification)

☐ Modification

(This box for staff use only)

DATE STAMP HERE



SUBMITTAL REQUIREMENTS CHECKLIST

Applications that are missing materials in this checklist will not be accepted for review.

Section 1 – Application Forms – Page 3 of the Guide Required for All Projects

- A. ☒ Completed Zoning Project Application Packet comprised of the following individual sections:
- ☒ Zoning Project Application Form
 - ☒ Completed copy of this Zoning Application Submittal Requirements Checklist (Page 2)
- B. ☐ Request to Waive any Submittal Requirements (*if applicable*)
- C. ☒ Application Fee (Please Refer to Current Fee Schedule)

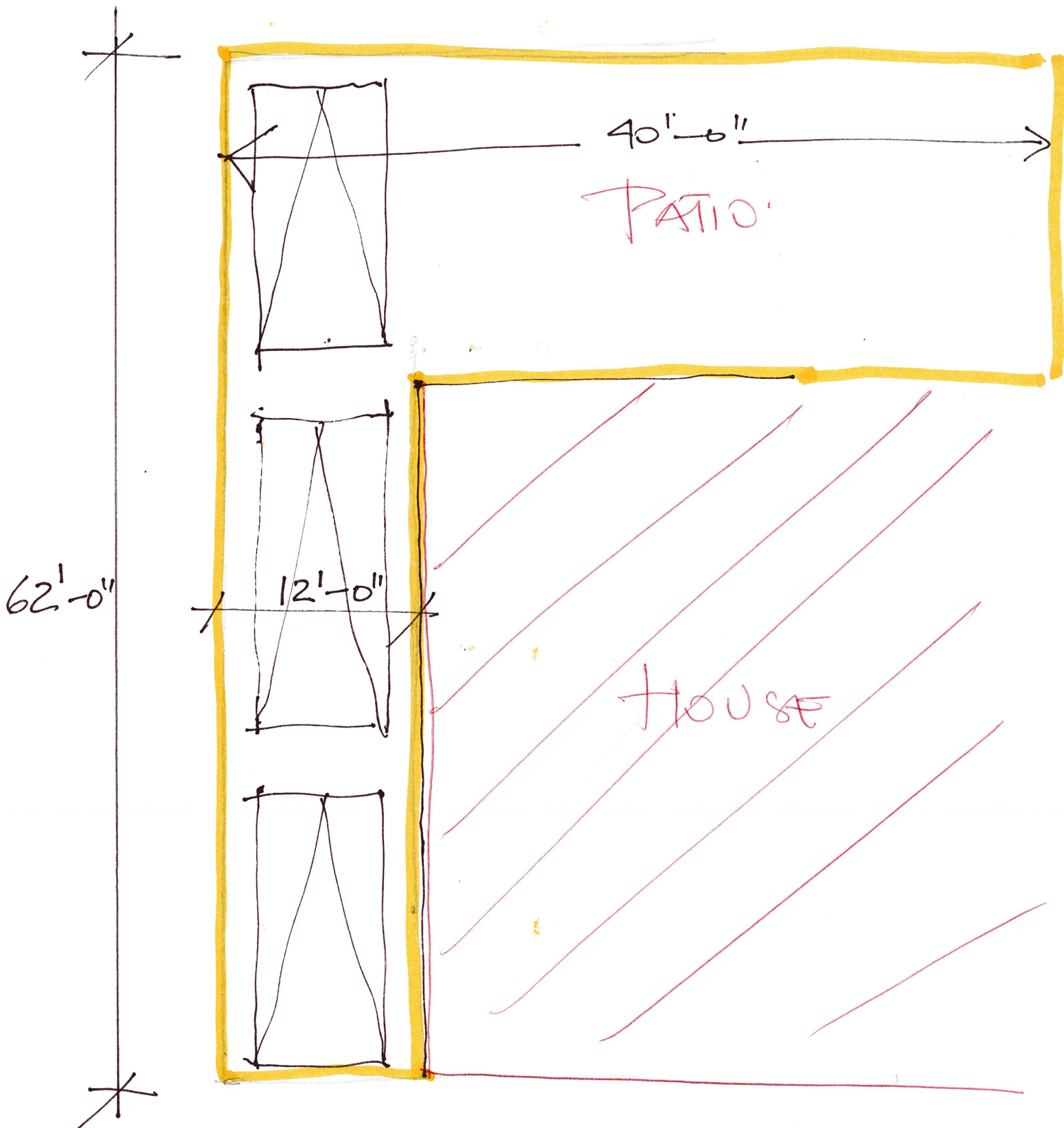
Section 2 – Plan Package – Pages 4-7 of the Guide Required for All Development Projects (Involving New Structures, Additions, Exterior Alterations, etc.) Individual requirements of the Plan Package (listed below) may differ depending on the project

- | | |
|---|--|
| A. <input type="checkbox"/> Class I Site Survey | E. <input type="checkbox"/> Stormwater Management Plan |
| B. <input checked="" type="checkbox"/> Proposed Site Plan | F. <input type="checkbox"/> Landscape Plan |
| C. <input type="checkbox"/> Lot Coverage Diagram | G. <input type="checkbox"/> Building Elevations |
| D. <input type="checkbox"/> Floor Plans | H. <input type="checkbox"/> Change of Use |

Section 3 – Supporting Documents, Studies, Graphics, and Depictions – Page 8 of the Guide May be required for certain Development Projects

- | | |
|---|---|
| A. <input checked="" type="checkbox"/> Site Photographs | D. <input type="checkbox"/> Parking Survey |
| B. <input type="checkbox"/> Photo Simulations | E. <input type="checkbox"/> Traffic Impact Analysis |
| C. <input type="checkbox"/> Structural Evaluation | |

TO PROSPECT HILL
STREET



PROSPECT HILL STREET



