



# **Town of North Kingstown**

## **Wickford Village Design Guidelines Committee Application Instructions**

### **Application Instructions**

For further information about your project, refer to the  
Wickford Village Design Guidelines Overlay District (Sec. 21-191) and the  
Brown Street, Wickford Village Design Standards & Guidelines

#### **Step 1**

Contact the Planning Department @ (401) 294-3331

#### **Step 2**

Fill out application. Use WVDGC Signage Application for all signage.

#### **Step 3**

Include information as required on checklists

##### **Application Checklists**

New Construction/Additions Conceptual Conference  
New Construction/Addition Final Design Approval  
Alterations/Minor Modifications  
Site Improvements  
Demolition  
Moving of Structures

#### **Step 4**

Calculate Application Fee

There will be an additional fee of \$100 if work is begun before application is submitted!

##### **Conceptual Conference**

Up to 2: \$50.00

Each additional required: \$50.00

##### **All Other Applications by Cost of Project**

\$1.00-\$499.99:	\$25.00
\$500-\$2999.99	\$50.00
\$3000-\$9,999.99	\$100.00
\$10,000-\$14,999.99	\$150.00
\$15,000-\$19,999.99	\$175.00
\$20,000 and above	\$250.00

#### **Step 5**

Submit to Planning Department



# Town of North Kingstown

## Wickford Village Design Guidelines Committee

### Application for design review approval

Please complete all areas of this application in either black or blue ink only. Illegible or incomplete applications will be returned to the applicant. Please submit all supporting documentation as required by this application; failure to do so may result in the application being delayed or denied. All applications must be filed at least 15 calendar days before the next scheduled committee meeting.

#### APPLICATION

Application Date \_\_\_\_\_

Application Type \_\_\_\_\_

- \_\_\_\_\_ Conceptual Conference
- \_\_\_\_\_ New Construction/Addition
- \_\_\_\_\_ Alterations/Minor Modification
- \_\_\_\_\_ Site Improvements (EXPLAIN IN DETAIL)
- \_\_\_\_\_ Demolition
- \_\_\_\_\_ Moving

*\* Use the WVDGC Signage Application for any signage requests*

#### PROPERTY INFORMATION

Assessor's Plat \_\_\_\_\_ Lot(s) \_\_\_\_\_

Street Address \_\_\_\_\_

Zoning District \_\_\_\_\_

Is there a structure on the premises: \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, indicate size: \_\_\_\_\_

Existing use of premises \_\_\_\_\_

Proposed use of premises \_\_\_\_\_

#### PROPOSAL

Summary of Proposed Work: Describe the work to be undertaken at the subject property. Be specific pertaining to the type of work to be undertaken. Enclose additional information as necessary.

**Applicant**Please Check: ☐ Owner ☐ Renter ☐ Prospective Purchaser

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

How long have you owned/rented on premises? \_\_\_\_\_

**Owner**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Authorized Representative**Please Check ☐ Contractor License #/State \_\_\_\_\_☐ Architect/Designer License #/State \_\_\_\_\_☐ Other Explain \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*\*Provide information and signatures for ALL authorized representatives. Use additional sheets and attachments as necessary.*

Each type of application requires certain submission requirements. Refer to the Application Checklist for submission requirements for the type of application for which you are seeking approval. All required submission items must be received and determined acceptable and complete by the Wickford Village Design Guidelines Committee in order for the application to be considered. Failure to comply with all submission requirements shall constitute procedural invalidity of the application. The undersigned hereby attests to reading the Rules and Regulations. If you have any questions or are in need of assistance contact the North Kingstown Department of Planning and Development.

The undersigned hereby applies to the Wickford Village Design Guidelines Committee for design review approval for the above described work, at the property address herein set forth. The undersigned hereby certifies that the information submitted on this application and that any plans submitted in support of this application, are correct and represent the work proposed specifically in this application. The undersigned agrees to allow the Committee or its representative to make mutually agreeable periodic site visits as it deems necessary.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Received \_\_\_\_\_

Schedule WVDGC Date(s) \_\_\_\_\_

Approval Date \_\_\_\_\_

Additional Information Required?

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Planning Department Staff Notes

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Conditions and/or Comments

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# Town of North Kingstown

## Wickford Village Design Guidelines Committee Application Materials Checklist

Refer to the [North Kingstown WVDGC Rules and Regulations](#)  
for further information about your project

**New Construction /Additions Conceptual Conference:** The construction of any new building or an addition to any existing building including, but not limited to: residential buildings, commercial buildings, accessory buildings (such as garages and sheds greater than 100 square feet).

**Conceptual conferences are required for new construction and additions. The conceptual conference stage may require more than one meeting.**

### SUBMISSION REQUIREMENT

#### New Construction

- ☐ 1 original and 10 copies of the application form signed by applicant and owner, as well as ALL contractors, designers, architects etc. that are working on the project. Use additional signature pages included in the application as necessary.
- ☐ 3 full-size copies and ten (10) 11"x17" copies of a plan set including\*:
  - ☐ A plan at a scale no smaller than 1/4" = 1' showing the existing and proposed building elevations of all affected
  - ☐ A site plan showing the location of the proposed structure on the site, distance to property lines, dimensions of the buildings or addition, location of driveways (existing and/or proposed, locations of walkways and location of septic system(s)
  - ☐ A locus plan showing location of proposed site and building(s) and all lots within 200' of the site, along with the location of all buildings within 200'.
- ☐ 2 color paper copies and a digital submission of photographs of:
  - ☐ All properties within 200' of the site, taken from the street.
  - ☐ The subject lot.
- ☐ Proof of notification to all property owners within 100' of the property by "certified return receipt requested" mail. Notices shall be sent at least 10 days prior to the scheduled meeting.

#### Additions

- ☐ 1 original and 10 copies of the application form signed by applicant and owner, as well as ALL contractors, designers, architects etc. that are working on the project. Use additional signature pages included in the application as necessary.
- ☐ 3 full-size copies and ten (10) 11"x17" copies of a plan set including\*:
  - ☐ A plan at a scale no smaller than 1/4" = 1' showing the existing and proposed building elevations of all affected sides. All plans shall be clearly legible.
  - ☐ A site plan showing the location of the proposed structure on the site, distance to property lines, dimensions of the buildings or addition, location of driveways (existing and/or proposed, locations of walkways and location of septic system(s)
  - ☐ A locus plan showing location proposed site and building along with the location of adjoining lots and building location on those lots.
- ☐ 2 color paper copies and a digital submission of photographs of:
  - ☐ All properties within 200' of the site, taken from the street.
  - ☐ All sides of the existing structure.
- ☐ Proof of notification to all property owners within 100' of the property by "certified return receipt requested" mail. Notices shall be sent at least 10 days prior to the scheduled meeting.

*\*The WVDGC may request architectural details/cross sections of important features during this stage.*



# Town of North Kingstown

## Wickford Village Design Guidelines Committee

### Application Materials Checklist

Refer to the [North Kingstown WVDGC Rules and Regulations](#) for further information about your project

**New Construction / Addition Final Design Approval** - The construction of any new building or an addition to any existing building including, but not limited to: residential buildings, commercial buildings, accessory buildings (such as garages and sheds greater than 100 square feet).

Applications for Final Design Approval Shall Have Received Conceptual Approval  
Unless Otherwise Waived by the Commission

#### SUBMISSION REQUIREMENTS

#### New Construction & Additions

- ☐ 1 original and 10 copies of the application form signed by applicant and owner, as well as ALL contractors, designers, architects etc. that are working on the project. Use additional signature pages included in the application as necessary.
- ☐ 3 full-size copies and ten (10) 11"x17" copies of a plan set including:
  - ☐ A plan at a scale no smaller than 1/4" = 1' showing the existing and proposed building elevations of all affected sides
  - ☐ Architectural details/cross sections to scale of doors and windows, door and window frames, siding, chimneys, porches/decks, rake trim, corner boards, railings, post caps, steps/staircases, and any other significant features.
  - ☐ Plan showing walls, fences, and/or signs where applicable.
- ☐ 10 copies of detailed description of materials and textures to be used in the construction of foundations, siding, exterior trim, roofs, decks/porches, etc. Include full-scaled detail drawings where possible.
- ☐ 10 copies of manufacturer's specification sheets for skylights, windows, doors, and roof shingles Include full-scaled detail drawings and samples where possible.
- ☐ Any additional material requested by the WVDGC at the Conceptual Conference
  - ☐ \_\_\_\_\_
  - ☐ \_\_\_\_\_
  - ☐ \_\_\_\_\_
  - ☐ \_\_\_\_\_
  - ☐ \_\_\_\_\_



# Town of North Kingstown

## Wickford Village Design Guidelines Committee Application Materials Checklist

Refer to the [North Kingstown WVDGC Rules and Regulations](#)  
for further information about your project

**Alterations / Minor Modifications** - New, replacement, or modification of any of the following items (other than in-kind), including but not limited to: windows, doors, porches and decks, overhangs, gutters, roofs, window and door trim, exterior siding, bulkheads, chimneys, stairs and ramps, railings, columns, exterior light fixtures that border the street, location and screening of air conditioner condensers, awnings, shutters, exterior blinds, historic house plaques and signs\*.

### SUBMISSION REQUIREMENTS

#### Alterations / Modifications

- ☐ 1 original and 10 copies of the application form signed by applicant and owner, as well as ALL contractors, designers, architects etc. that are working on the project. Use additional signature pages included in the application as necessary.
- ☐ 1 full-size copy and ten (10) 11"x17" copies of a plan set including:
  - ☐ A plan at a scale no smaller than 1/4" = 1' showing the existing and proposed building elevations of all affected sides
  - ☐ A site plan showing the location of the existing structure on the site, distance to property lines, dimensions of the buildings or addition, location of driveways demarcating affected sides
  - ☐ Architectural details/cross sections to scale of doors and windows, door and window frames, siding, chimneys, porches/decks, rake trim, corner boards, railings, post caps, steps/staircases, and any other significant features of the alteration/minor modification.
  - ☐ Plan showing walls, fences, and/or signs where applicable.
- ☐ 10 copies of detailed description of materials and textures to be used in the replacement or modification. Include full-scaled detail drawings where possible.
- ☐ 10 copies of manufacturer's specification sheets and product literature for products to be used in the replacement or modification. Include full-scaled detail drawings and samples where possible.
- ☐ 2 color paper copies and a digital submission of photographs of:
  - ☐ All properties within 200' of the site, taken from the street.
  - ☐ All sides of the existing structure.

\* Historic plaques and signs should refer to the North Kingstown Planning Department staff and WVDGC Signage Application to ensure submission of the proper materials.



# Town of North Kingstown

## Wickford Village Design Guidelines Committee Application Materials Checklist

Refer to the [North Kingstown WVDGC Rules and Regulations](#)  
for further information about your project

**Site Improvements** - New, replacement, or modification of any of the following items (other than in-kind), including but not limited to: driveways, sidewalks and paved walkways, gazebos, walls, permanent trellis, arbors, pergolas, fences, patios, flagpoles over 12' in length.

### SUBMISSION REQUIREMENTS

#### Site Improvements

- ☐ 1 original and 10 copies of the application form signed by applicant and owner, as well as ALL contractors, designers, architects etc. that are working on the project. Use additional signature pages included in the application as necessary.
- ☐ 1 full-size copy and ten (10) 11"x17" copies of a plan set including:
  - ☐ Existing conditions of site
  - ☐ Detailed and dimensioned site improvement proposal
  - ☐ Existing and proposed building elevations if necessary (trellis, arbors, etc.)
  - ☐ A site plan showing:
    - ☐ Location and dimensions of all existing structures on site
    - ☐ Recognized property boundaries\*
    - ☐ Distances to property lines for all structures
    - ☐ Location of driveways, walkways, fences, septic system
  - ☐ Architectural details/cross sections to scale of any significant features of the site improvement (framing, siding, decking, trim, corner boards, railings, post caps, steps/staircases, brick or paving pattern)
  - ☐ Plan showing walls, fences, and/or signs where applicable.
- ☐ 10 copies of detailed description of materials and textures to be used in the site improvement. Include full-scaled detail drawings and elevation plans where possible.
- ☐ 10 copies of manufacturer's specification sheets and product literature for products to be used in the site improvement. Include full-scaled detail drawings and samples where possible.
- ☐ 2 color paper copies and a digital submission of photographs of:
  - ☐ All properties within 200' of the site, taken from the street.
  - ☐ All sides of the existing structure.

*\*The WVDGC or its designee reserves the right to require a survey prepared by a registered land surveyor if property lines are found to be disputed by others and the site improvement affects areas in questionable ownership.*





# Town of North Kingstown

## Wickford Village Design Guidelines Committee

### Application Materials Checklist

Refer to the [North Kingstown WVDGC Rules and Regulations](#) for further information about your project

**Demolition** - Demolition or removal of any building structure in part or in whole.

#### SUBMISSION REQUIREMENTS

##### Demolition

- ☐ 1 original and 10 copies of the application form signed by applicant and owner, as well as ALL contractors, designers, architects etc. that are working on the project. Use additional signature pages included in the application as necessary.
- ☐ 10 copies of description of structure including:
  - ☐ Approximate age of structure
  - ☐ Historic and present use
  - ☐ Condition of structure
- ☐ 10 copies of report from a structural engineer and/or architect relative to structure's condition. Report must include scaled drawings and elevations.
- ☐ 10 copies of narrative describing why demolition is proposed
- ☐ 10 copies of an alternatives analysis investigating any and all alternatives to demolition
- ☐ 10 copies of asbestos abatement program if applicable
- ☐ 3 full-size copies and ten (10) 11"x17" copies of a plan set including:
  - ☐ Existing building elevations
  - ☐ A site plan showing:
    - ☐ Location and dimensions of all existing structures on site
    - ☐ Recognized property boundaries\*
    - ☐ Distances to property lines for all structures
    - ☐ Location of driveways, walkways, fences, septic system
  - ☐ Plan showing walls, fences, and/or signs where applicable.
  - ☐ Site plan showing proposed conditions (what will be done after demo)
- ☐ 2 color paper copies and a digital submission of photographs of:
  - ☐ All properties within 200' of the site, taken from the street.
  - ☐ All sides of the existing structure.
- ☐ Proof of notification to all property owners within 100' of the property by "certified return receipt requested" mail. Notices shall be sent at least 10 days prior to the scheduled meeting.

*\*The WVDGC reserves the right to require a survey prepared by a registered land surveyor if property lines are found to be disputed by others and the demolition affects areas in questionable ownership.*



# Town of North Kingstown

## Wickford Village Design Guidelines Committee Application Materials Checklist

Refer to the [North Kingstown WVDGC Rules and Regulations](#)  
for further information about your project

**Moving of Structures** - The moving of any existing building off site or on site.

\*Buildings on the National Register Will Lose Status Once a Building is Moved\*

### SUBMISSION REQUIREMENTS

#### Moving of Structures

- ☐ 1 original and 10 copies of the application form signed by applicant and owner, as well as ALL contractors, designers, architects etc. that are working on the project. Use additional signature pages included in the application as necessary.
- ☐ 10 copies of description of structure to be moved including:
  - ☐ Approximate age of structure
  - ☐ Historic and present use
  - ☐ Condition of structure
- ☐ 10 copies of report, professionally prepared, detailing how structure will be moved, including but not limited to, whether the building will be moved in whole or in parts and how the building will be protected during the preparation and moving process.
- ☐ 10 copies of narrative describing reason for moving structure and describing proposed location.
- ☐ 10 copies of asbestos abatement program if applicable
- ☐ 3 full-size copies and ten (10) 11"x17" copies of a plan set including:
  - ☐ Existing building elevations/scaled drawings
  - ☐ Existing location site plan showing
    - ☐ Location and dimensions of all existing structures on current site
    - ☐ Recognized property boundaries\*
    - ☐ Distances to property lines for all structures
    - ☐ Location of driveways, walkways, fences, septic system
  - ☐ Proposed location site plan showing
    - ☐ Location and dimensions of all existing structures on current site
    - ☐ Recognized property boundaries\*
    - ☐ Distances to property lines for all structures
    - ☐ Location of driveways, walkways, fences, septic system
  - ☐ Locus maps of existing location and proposed location
- ☐ 2 color paper copies and a digital submission of photographs of:
  - ☐ All properties within 200' of the existing location, taken from the street.
  - ☐ All sides of the existing structure.
  - ☐ The proposed new location including immediate abutting properties
- ☐ Proof of notification to all property owners within 100' of the property by "certified return receipt requested" mail. Notices shall be sent at least 10 days prior to the scheduled meeting.

*\*The WVDGC reserves the right to require a survey prepared by a registered land surveyor if property lines are found to be disputed by others and the move affects areas in questionable ownership.*