



Town of North Kingstown

Wickford Village Design Guidelines Committee

Application Instructions

INCORPORATED 1674

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



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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.

CONTACT INFORMATION**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.

CERTIFICATION

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 _____

North Kingstown Department of Planning & Development

100 Fairway Drive • North Kingstown • Rhode Island 02852

401•294•3331

FOR OFFICE USE ONLY

Application Received _____

Schedule WVDGC Date(s) _____

Approval Date _____

Additional Information Required?

Planning Department Staff Notes

Conditions and/or Comments



Town of North Kingstown

Wickford Village Design Guidelines Committee

Application Materials Checklist

INCORPORATED 1674

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.

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.

SUBMISSION REQUIREMENT



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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

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

SUBMISSION REQUIREMENTS

- _____
- _____
- _____
- _____
- _____



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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.



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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.

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.

SUBMISSION REQUIREMENTS

*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.



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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.



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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

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.