

**APPLICATION FORM AND SUBMISSION CHECKLIST FOR  
PREAPPLICATION CONFERENCE AND CONCEPT REVIEW**

*Pre-Application Conference - An initial meeting between developers and the Town which affords developers the opportunity to present their proposals informally and to receive comments and directions from the Town and other agencies.*

*Concept Plan - A drawing with accompanying information showing the basic elements of a proposed land development plan or subdivision as used for pre-application meeting and early discussions, and classification of the project within the approval process.*

The following completed application form and Items A, B, and C from the attached checklist shall be submitted to the Administrative Officer for a meeting with the Technical Review Committee (TRC).

Date of Submission: \_\_\_\_\_ TRC Meeting Date: \_\_\_\_\_

**APPLICATION FORM**

1. Name, address, and telephone number of the property owner:

Lillian and Daniel Leaser  
12 Brookwood Rd  
Bristol, RI  
508-641-0659

2. Name, address and telephone number of the applicant (If different from owner, a written, notarized confirmation from the property owner authorizing the applicant to make this submission shall also be submitted):

3. Assessor's plat and lot number(s): Plat 79, Lot 452

4. Zoning district(s), including any special Town or State overlay districts (i.e. Historic District, CRMC Jurisdiction, etc.): None

5. Area of the parcel: .1285 Acres

6. Proposed number of buildable lots, dwellings or other proposed improvements: 1

7. Name and owner of existing streets or rights-of-way adjacent to the parcel:

Brookwood Rd

Fenmore St

2023 APR 20 AM 10:00

A list showing the names and addresses of all abutting and adjacent property owners shall be attached to this application.

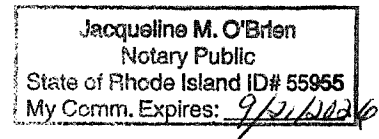
Signature of Owner/Applicant: SD Asm

Date: 4/20/2023

Notarized:

Subscribed and sworn to me before this 20<sup>th</sup> day of APRIL, 2023

Jacqueline M. O'Brien  
NOTARY PUBLIC



**SUBMISSION CHECKLIST  
PREAPPLICATION CONFERENCE AND CONCEPT REVIEW**

	Applicant ✓	Date & Town Initials
<b>A. Plan of Existing Conditions</b> - Five (5) blueline or photocopies of the subject property no larger than 24" x 36" as it currently exists including locations and dimensions of existing lots if the proposed subdivision constitutes a replat or if the development consists of several lots and all natural features such as existing contours at five (5) foot intervals.	See Figure 1	
<b>B. Concept Plans</b> - Five (5) blueline or photocopies no larger than 24" x 36" of the concept plan for the development showing, at a minimum, the following information:	See Figures 2 and 3	
1. Name of proposed subdivision or development;		
2. Name and address of the property owner and applicant;		
3. Name, address, and telephone number of preparer;		
4. Date plan prepared, with revision date(s) (if any):		
5. Graphic scale and north arrow;		
6. Assessor's Plat and lot number(s) of the subject property;		
7. Zoning district(s) of the subject property. If more than one district, zoning boundary lines must be shown;		
8. Perimeter boundary lines of the entire tract under the applicant's ownership;		
9. Area of the subject property and proposed number of buildable lots, dwellings or other proposed improvements;		
10. Location, names, and pavement and right-of-way widths of existing streets adjacent to the subject property;		
11. Names of abutting property owners and property owners immediately across any adjacent streets;		
12. Location and dimension of existing easements and rights-of-way adjacent to or within the subject property, if any;		
13. Notation of existing ground cover and approximate location of wooded areas (if any);		
14. Approximate location of wetlands, watercourses or coastal features, and other significant natural or manmade features (i.e. stonewalls) within and immediately adjacent to the subdivision parcel, if any;		
15. Location and approximate size of existing buildings on or immediately adjacent to the subject property, if any; including, historic designation, if applicable;		
16. Proposed improvements including streets, lots, lot lines with approximate lot areas and dimensions and building envelopes;		
17. A notation of the existing on-site utilities (gas, water, sewer, electric), if any;		
18. Proposed connections with existing water supply and sanitary sewer systems, or a notation that wells and ISDS are proposed;		
19. Provisions for collecting and discharging stormwater;		

20. Notation on the plan if the subject property is located within any of the following areas: Town Overlay Districts, Special Flood Hazard Areas, or Coastal Resources Management Council jurisdiction.		
<b>C. Supporting Materials -</b>		
1. One (1) copy of a narrative report providing the general description of the existing physical environment and existing use(s) of the property; and, the general description of the uses and type of development proposed by the applicant;	See Attached Appendix A	
2. A reduced copy of plans required in Items A and B above (minimum size 8 1/2" x 11", maximum size 11"x 17");		
3. Completed Application Form		

List of all abutting and adjacent property owners

Richard & Eileen Rinaldi  
80 Sherry Ave  
Bristol, RI 02809

Robert Relle  
5 Melrose Rd  
Bristol, RI 02809

Christopher Kenney  
7 Melrose Rd  
Bristol, RI 02809

Owner: COHN, PETER S &  
JUDITH C TE  
Mailing Address:  
11 BROOKWOOD RD  
BRISTOL RI 02809

Owner: SCHULZE,  
ROBERT M. ET UX &  
MICHELLE TREMBLY SCHULZE  
Mailing Address:  
13 BROOKWOOD RD  
BRISTOL RI 02809

Owner: POLULAK, MYRON & JOANN TE  
Mailing Address: 16 BROOKWOOD ROAD  
BRISTOL, RI 02809

Owner: RINALDI, RICHARD L  
Mailing Address: 80 Sherry Ave  
BRISTOL, RI 02809

Owner: RELLE, ROBERT E LIFE ESTATE &  
TRUSTEE-ROBERT E RELLE LIV TRS  
Mailing Address: 5 METROSE RD  
BRISTOL RI 02809

APPROX EXTENT  
OF PAVED SURFACE  
ON FENMORE ROAD

Brookwood Road  
50'-0" RIGHT OF WAY

Fenmore Road  
50'-0" RIGHT OF WAY

PROPERTY LINE  
EXISTING FRONT  
YARD SET BACK  
7'-3"  
Deck  
30'-0"  
FRONT YARD  
SET BACK  
30'-0"  
REAR YARD  
SET BACK  
30'-0"  
SIDE YARD  
SET BACK  
117.07'  
P79-1451  
P79-1452  
P79-1453

5,596.18 Sq. Ft.  
0.1285 Acres  
#12 Brookwood

EXISTING  
ELECTRIC  
METER  
Fence Line

SHED

107.49'  
197.49'

50.00'

1/4" = 1'-0"  
BASED ON SURVEY DONE BY  
STEPHEN H. MURGO B.  
DATED 01/01/18

SCALE IN FEET

NORTH

PLANNING BOARD EXHIBIT -  
EXISTING CONDITIONS ARCHITECTURAL SITE PLAN

SCHEMATIC SITE PLAN- ACCESSORY GARAGE  
DATE: 03/28/23

ADDITIONS / RENOVATIONS TO THE LESSEES RESIDENCE  
12 BROOKWOOD ROAD, BRISTOL, RI 02809

SCALE: AS NOTED

A

PLANNING BOARD EXHIBIT - <sup>2</sup>5  
EXISTING CONDITIONS ARCHITECTURAL SITE PLAN

SCHEMATIC SITE PLAN- ACCESSORY GARAGE  
DATE: 03/28/23

ADDITIONS / RENOVATIONS TO THE LEESER RESIDENCE  
12 BROOKWOOD ROAD, BRISTOL, RI 02809

SCALE: AS NOTED

371 FROM HORSE ZAY,  
SUITE 202  
PROVIDENCE, RI 02908  
TEL: 401.861.800  
broadertaylor@yahoo.com

Proposed Garage and Approach Highlighted in Green

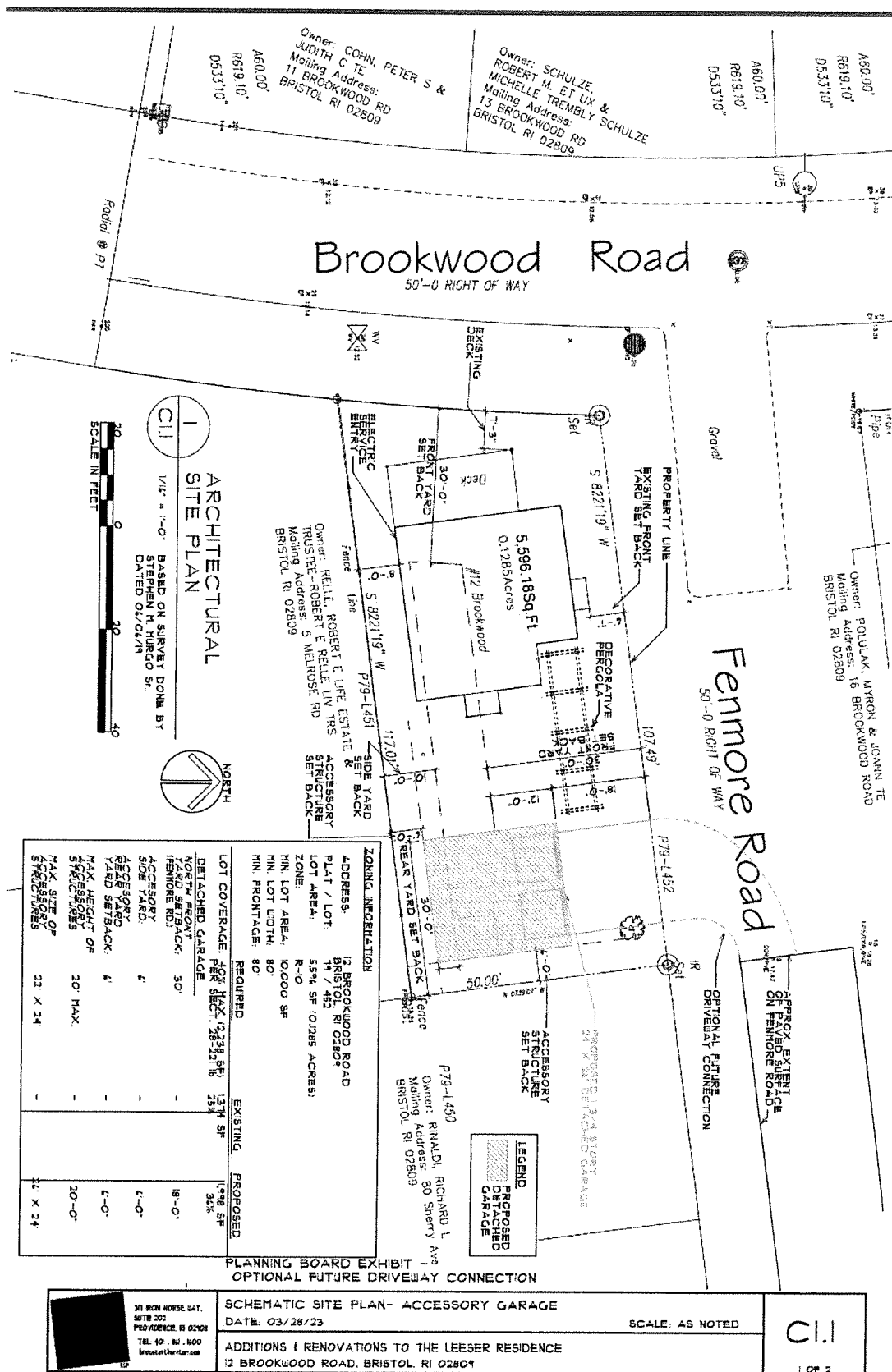
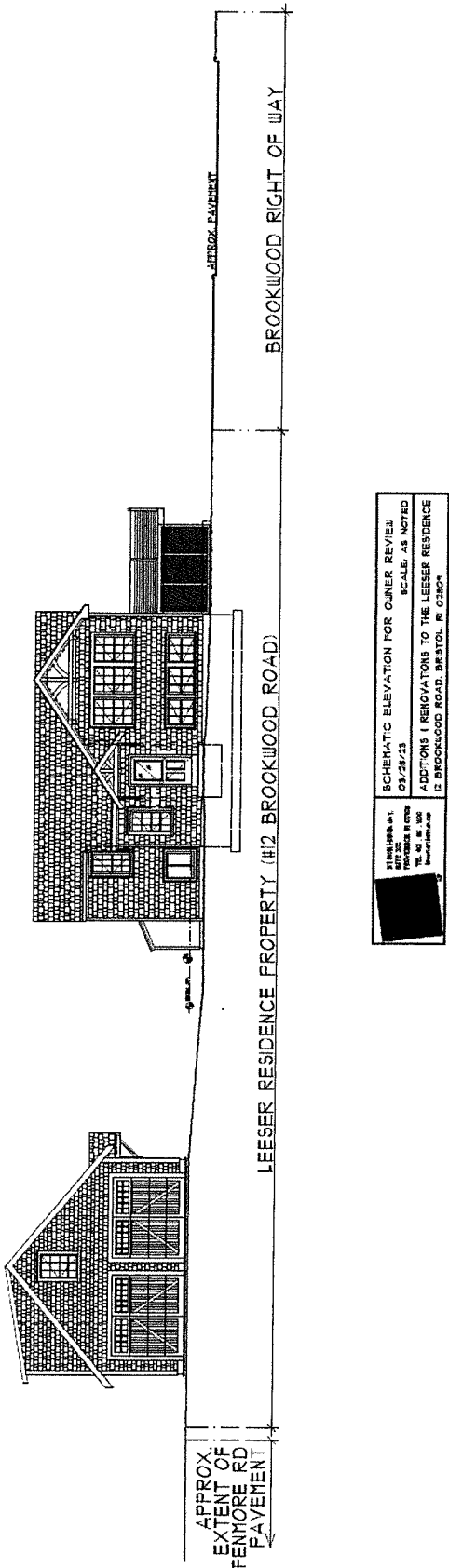


Figure 3. Concept Plan





## **Appendix A.**

### **Narrative Report**

There is currently a single family dwelling located at 12 Brookwood Rd Bristol that sits on the corner of Brookwood Rd and Fenmore Rd. The portion of Fenmore Rd in front of this property is unimproved. It is currently grass.

The occupants would like to add a detached garage to the property. The concern is access to the garage. The homeowners are proposing creating a driving path from the entrance of the garage to the paved section of Fenmore Rd.

The homeowners have also applied for a variance from the Zoning Board as they will need relief from the 30 foot set back requirement from Fenmore Rd for the garage. A similar variance was applied for and granted in 2019 when a remodel to the house was performed.

The homeowners are requesting from the planning board the right to access the garage from the paved portion of Fenmore Rd.