## **ZONING PERMIT PROCESS**

All Zoning Permit applications are filed with the Zoning Administrator. Applications are then either reviewed and approved under: **A) Administrative Review** by the Zoning Administrator, or depending on the nature and scope: **B) Board Review** (by the appropriate boards). Outlined below are the steps of the process:

A) Administrative Review (please allow 2-3 weeks from the time you submit your completed application until your permit is mailed).



Zoning Office reviews completed application to ensure project meets zoning requirements



Zoning Administrator issues permit. Sends permit to Town Clerk to be recorded



Zoning Office receives recorded permit and mails permit and building card to applicant via certified mail.



Applicant posts building card within public right-of-way for duration of appeal period.



Permit is effective 15 days from permit issuance & project may commence.

B) \*\* Board Review (please allow 2+ months from the time you submit a completed application until the time the permit is effective)



Zoning office determines type of Board Review and issues Notice of Hearing to applicant and abutters with date & time of hearing. Notice of Hearing goes into the paper .



Applicant posts yellow Notice of Hearing Card within Public Rightof-Way.



Board holds Hearing to review the application.



Board issues Notice of Decision at close of Hearing. Notice of Decision is mailed to applicant and any interested party who has requested it. Issuance of Decision starts the 30-day Appeal Period to the State Environmental Division



Zoning Administrator issues permit & sends it to the Town Clerk for recording

Once received from the Town Clerk, the Zoning Office mails the permit and building card to the applicant via certified mail



Permit is effective 30 days from permit issuance & project may commence

<sup>\*\*</sup> Please note that applications requiring a Development Review Board Hearing must be advertised in a public newspaper 25 days before the actual meeting date. Therefore, the average time to take a completed application through the review and recording process is 2-3 months.