

The Zoning Land Use and Development Approval Process

This describes the simplest process. Depending on your project the time needed to deliver requirements and to complete reviews and hearings may vary.

1. Contact the Office of Planning and Zoning; review your intended land use and development plans; apply for **zoning approval** and pay the application fee of \$30.
2. Your complete zoning application is **reviewed by the zoning administrator**. Be sure to post the "P-Card" public notice where it can easily be seen from the street.
3. Within 15-30 days your application may be approved or denied by the zoning administrator. However it may be referred for a public hearing before the Development Review Board and/or referred for review by the Design Advisory Committee. If so, a decision may take several weeks and additional fees may be required.
4. Once an application is approved, there is a **15 or 30 day appeal period** required by state law before your permit is effective. Be sure you have completed any pre-release permit conditions and come to the zoning office to sign and obtain a copy of your permit. The permit will be recorded against the property address. There is a \$10 recording fee included in the application fee that you already paid.
5. Be sure you have applied for all construction and environmental permits (both Town and State) that you need to begin construction. (permits such as waste water management, electrical, plumbing, mechanical, fire suppression, curb cuts, and excavation) These permits are issued based on your final site plan that was permitted.
6. During the project you can expect one or more **construction permit inspections**. If you find you need to make changes that are different from what was approved on your Zoning Permit, consult with the Zoning Administrator first so you understand how this may affect your permit.
7. When you are almost done with the work submit a **request a final inspection** to close out your permit. This is sometimes called a Certificate of Compliance or Certificate of Occupancy. There is a \$10 fee to record this Certificate.
8. **PLAN AHEAD.** *Make sure you have completed everything in accordance with your Zoning Permit.* Small changes can be approved by planning staff. Bigger changes may require a new zoning application and/or permit. If there are still a few things that need to get done but you are otherwise ready to begin using the space you can request a temporary certificate of compliance. This is a conditional certificate of compliance with a deadline for completion of the project.
9. **Keep your copy of the permit and certificate with your property records**, and enjoy the result of all your hard work!

