

Procedure

Applications for Land Use Boards

Purpose-to effectively and efficiently process applications for Land Use Boards

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1. Applications will be received at the Town Office and processed by the Land Use Administrator. The applications will be reviewed for completeness and appropriate fees collected.
2. A file will be created and the original application along with any other accompanying documents will be kept at the Town Office. Copies, either electronic or hard copy will be sent to the appropriate Board/Committee at least 7 days prior to a scheduled meeting/hearing.
3. Any documents that pertain to the meeting/hearing that have not been sent to the members shall be brought to the meeting/hearing.
4. All original documents, if brought to a meeting/hearing will be returned to the Town Office the next regular workday.
5. The Land Use Administrator will communicate with the Board/Committee Chair and Secretary to create an agenda for the next scheduled meeting/hearing.