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| Action | Description | Who Involved | When |
| Application Filed | Applicant submits Application to Zoning Administrator (ZA). Original Application kept by Town Clerk (TC) as public record. | ZA / TC |  |
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| Approve / Deny / Refer | ZA takes action to approve / deny / refer within 30 days of receipt. ZA sends to Applicant with copy to TC | ZA / TC | within 30 days of application |
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| Refer | ZA notifies Planning Commission Chair (PC) by email and provides scan of application.  | ZA / PC |  |
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| Addresses | ZA gathers addresses of adjoining landowners and & others who are required to get notice and provides those to TC | ZA / TC | by date of mailing |
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| Schedule / Notice | PC Chair surveys PC members and schedules hearing. Sets Zoom meeting. Sends notice by email to ZA & TC at least 3 weeks in advance | PC / ZA / TC | at least 3 weeks before hearing |
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| Mailing / Posting Notice | TC sends notice by regular and certified mail to applicant and abutting landowners, posts in 3 places and runs ad in the paper of record no fewer than 15 days before the hearing. | TC | at least 15 days before hearing |
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| Hearing | PC hold hearing. If continued set date for continued hearing. Notify ZA & TC | PC / ZA /TC |  |
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| Decision | PC drafts decision within 45 days of hearing being closed. Sends written decision by email to Applicant, Interested Persons, TC & ZA  | PC / ZA / TC | within 45 days of close of hearing |
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| Mailing Decision & Permit | ZA sends decision with Permit approval or denial & appeal information to Applicant & Interested Persons. Provides final copy to TC for filing with Town records | ZA / TC |  |
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