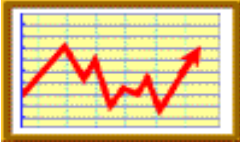


## Section Three: THE PROCESS



### Introduction

Before you obtain any development permit application forms to complete and submit to the Town, first determine if your proposed project is an allowed use within the zoning district in which are proposing it. It was mentioned in the Introduction in Section 2, but it bears repeating: If the land use you are proposing is prohibited in your zoning district according to Article VIII of the Zoning Bylaw, then you can proceed NO FURTHER! Your project cannot and will not be issued a permit by anyone. The Board of Appeals cannot help you; it is prohibited by state law from granting a variance for a prohibited use.

Your ONLY recourse in this situation, if you wish to pursue your project further, is to attempt to do one of two things: (1) change the North Reading Zoning Bylaw to allow your proposed use with the zoning district. [sample included] and (2) rezone your land to a zoning district that will allow the proposed use as a permitted use. Both of these measures would require a petition signed by ten [10] registered voters of North Reading to bring the matter before Town meeting for a vote. **Both of these measures are a complicated process which involves a collaborative effort of the petitioner/owner of the land, and the Community Planning Commission, Board of Selectmen, and other boards in town. We highly encourage you to set up a meeting with the Community Planning Director, Heidi Griffin, to review this complex process before proceeding on your own.**

If your proposed use is allowed by Special Permit, then you must obtain that Special permit from the Special Permit Granting Authority. The process of obtaining a Special Permit, and which ones are authorized by whom, is summarized later in this Section.

What if your proposed project would occupy land in 2 or more zoning districts, and your proposed use is allowed in one of the districts but not the others? Then it can be built only within the district that allows the proposed use. If the use is allowed by Special Permit in the other districts, you must obtain the special permits first before building your project anywhere within these districts. Do NOT assume you will obtain these permits as a matter of course; it could be a financially disastrous assumption.

The only exception to this is when a zoning district boundary divides a lot of record [as of June 5, 1972] in one ownership. The regulations applying to the less restricted portion of such lot may apply for not more than thirty feet into the more restricted portion subject to the lot having frontage in the less restricted district and that such frontage is sufficient to meet the dimensional requirements of that district.

## THE APPLICATION PROCESS



The application process for most development-related permits required by and from the Town can start at the same place –the Building Department of the Community Community Planning Department. These staff members can tell you what permits your project may require, what application forms will be needed, and help you understand the process as a whole. You may still need to speak with other Town Staff and/or department heads to assist you with more special aspects of your project, but starting with the Building Commissioner or Community Planning Director will make such meetings more productive by preparing you with information about the questions that are likely to be asked of you. The Building Commissioner or Community Planning Director will also refer you to appropriate town staff who can arrange appointments with you for other department heads you may wish to meet with – almost always, appointments are needed with department heads due to staff workload. If you want your requests for information to receive more personalized attention, it makes good sense to introduce yourself and your pet project to the Building Commissioner or Planning Director. You are under NO obligation to meet with these staff members, however. If you believe you are familiar enough with the permitting system or more comfortable doing it alone, by all means, you may elect to do so.

### The Development Review Team Committee



Depending on the size and scale of your project, it may also be to your advantage to have the Building Commissioner or Community Planning Director request that the Water/Sewer Superintendent schedule a meeting for you with the DRT. Additionally, applicants for preliminary and definitive subdivision plans, as well as proposed site plans larger than 5,000 square feet are encouraged to request an “Informal Discussion” of their project with the Community Planning Commission. Informal Discussions are non-binding, free of charge, and provide significant feedback from the CPC as to their input on your proposed project well before you spend money on engineered and surveyed plans.

Please be aware that all town boards are not obligated to follow DRT recommendations, when they feel they have good and sufficient reasons not to do so. Town staff advise the boards, they do not direct the boards.

Whether or not the Town's regulatory boards follow or modify the recommendations and agreements you may have reached with the DRT, there still remains good reason to meet with the DRT for a preliminary review of your proposed project before your formal meetings with the Town boards. The Town boards will almost invariably ask for a review of report of your proposed project [if it is sufficiently large or complex] by some or all staff, such as the Fire Prevention Officer, the Public Safety Officer, the Director of Engineering at DPW, the Community Planning Director, the Conservation Agent, etc. You can avoid interruptions and delays in the board review of your project if such staff reviews have already occurred via the DRT.

You are not obliged to follow staff recommendations made at a DRT meeting, unless of course they apply to a potential violation of state or local codes and bylaws by your project. You may wait and see what the regulatory board(s) say about your project proposal, before you make any changes.

## **REVIEW PROCESSES**

### **Subdivision Approval Process**



If your proposed project involves the subdivision of land, you must abide by the Town's "Rules and Regulations Governing the Subdivision of Land". The regulations can be obtained and purchased from the Community Planning Department, and can also be found on the Town's Website [[www.northreadingma.gov](http://www.northreadingma.gov)] under the Town Offices, Community Planning Department section. The submittal requirements and procedures can be explained by the Community Planning Director.

A generalized flow chart of the Subdivision Approval Process is outlined on the following two pages.

### **Site Plan Approval Process**

Recall from the Permits Section that virtually all new business or commercial development or redevelopment must undergo this process. Generally, a site plan will be approved if it satisfies the requirements of the North Reading Zoning Bylaw and the development requirements of the other regulatory Town boards. But this is by no means assured. Your site plan must meet the regulations of both the Site Plan Approval Process, governed by Article XVII of the Zoning Bylaw.

A Site Plan is one of the most discretionary type of permits that can be issued by the Community Planning Commission, and can be denied, if in the Board's judgment:

1. The project does not provide for the safe and attractive development or change or expansion of development of the site and guard against such conditions as would involve danger or injury to public health, safety or welfare;
2. The project does not provide adequate drainage to prevent flooding of the site or of property of another;
3. The project does not provide for protection for the quality of groundwater;
4. The project does not minimize the elements of pollution, such as noise, smoke, soot, particulates or any other discharge into the environment which might prove harmful and/or detrimental to persons, structures or adjacent properties;

5. The project does not provide for the harmonious and aesthetically pleasing development of the Town and its environs;.
6. The project does not provide for open spaces and green spaces of adequate proportions; and
7. The project does not provide for adequate traffic control.

Since all Site Plan Review applications are reviewed by the Community Planning Commission as Special permit applications, a public hearing is required, and the Board can, must and will consider the comments received from your neighbors about your proposal. Once your site Plan application is accepted as complete, a public hearing must be held within 65 days. Please note that if the site plan review application is for the construction of any new wireless service facility as set Forth in Section 8.9, the information required by Section 8.9(5) must also be submitted in addition to the Site Plan Review Criteria outlined in Section 8.3.5.

If the neighborhood is dead set against your project....well, it just makes good sense not to get too far ahead in your plans before obtaining your Site Plan Approval [see also “The Public Hearing” under “Special Permit Approval Process”, [page 24](#)].

The site plan itself must be prepared, signed and stamped by a certified architect, landscape architect and/or a civil engineer registered in the Commonwealth of Massachusetts.

Within 90 days after the close of the public hearing on your site plan, the Community Planning Commission must either approve, conditionally approve, or deny approval of the site plan. A site plan approved by the CPC becomes the official development plan for the site, and other Town permits [such as building permits] are issued or denied on the basis of your compliance with your approved site plan, which is legally binding.

### **SPECIAL PERMIT REVIEW PROCESS**

There are certain types of land uses and projects that are authorized in North Reading only by Special Permit. Submission requirements for these uses can be obtained from the Special Permit Granting Authority, or SPGA, for the proposed use.

Below is a summary of listing of special permits, and their uses, granted by different boards in North Reading:

### **COMMUNITY PLANNING COMMISSION:**

- ◆ Cluster Residential Development [Article X of the Zoning Bylaw]
- ◆ Planned Unit Development Districts [only allowed in the I-S Zoning District, Article XI of the Zoning Bylaw]
- ◆ Floodplain District [dependent upon type of activity, Section 200-44 of the Zoning Bylaw]
- ◆ Master Signage Plans [for more than one business owners in the same lot, Section 200-84 of the Zoning Bylaw];
- ◆ Wireless Facility Special Permit [To allow the placement, construction and modification of wireless service facilities, Section 8.9 of the Zoning Bylaw]
- ◆ Multi-family residential developments [to allow multi-family buildings having four or more dwelling units – only allowed on lots containing a minimum of 40,000 square feet with a minimum of 75 feet of frontage; and a minimum of 3,500 square feet in the RM District for each dwelling unit, Article 200-90 of the Zoning Bylaw]

### **ZONING BOARD**

The Zoning Board of Appeals is the SPGA for all other special permits required by the Zoning Bylaw, including:

- ◆ Exceptions to parking space requirements pursuant to Section 200-75 of the Zoning Bylaw;
- ◆ Alteration, reconstruction, increase or change of a non-conforming use or structure pursuant to Section 200-10A of the Zoning Bylaw;
- ◆ Alternate screening methods pursuant to Section 200-64A of the Zoning Bylaw;
- ◆ Any Uses denoted as requiring special permits pursuant to Articles VIII and IX of this Zoning Bylaw;
- ◆ Any other use requiring a special permit for which another SPGA is not named in the Zoning Bylaw except in connection with cluster residential developments, multi-family residential developments, planned unit developments and personal wireless facilities.
- ◆ Dimensional special permit for Historic Preservation

If your proposed project or use will require a special permit, see the department head and/or department secretary of either the Zoning or Community Planning Departments of the SPGA designated in the preceding list to obtain the proper application forms and information regarding submittal requirements and procedures.

Before the designated SPGA can grant a special permit, it must hold a public hearing which must be held within 76 days after you have filed your completed application for the special permit. If your application is to the Community Planning Commission or Zoning Board of Appeals, you are responsible for transmitting a copy of your application to the Town Clerk as well.

## **SPECIAL PERMIT SUMMARY CHART**



**“What Board do I file  
with so that I can request  
my special permit?????”**

### **SPECIAL PERMIT GRANTING AUTHORITY**

<b>Special Permit Type</b>	<b>Community Planning Com.</b>	<b>Zoning Board of Appeals</b>
Cluster Residential Development	X	
Planned Unit Development Districts	X	
Floodplain District	X	
Master Signage Plans	X	
Wireless Facility Special Permit	X	
Multi Family Residential Developments	X	
Exceptions to parking space requirements		X
Alteration, reconstruction, increase or change of a non-conforming use or structure pursuant to Section 200-10A of the Zoning Bylaw;		X
Alternate screening methods		X
Dimensional special permit for Historic Preservation		X
Any Uses denoted as requiring special permits pursuant to Articles VIII and IX of this Zoning Bylaw,		X
Any other use requiring a special permit for which another SPGA is not named in the Zoning Bylaw except in connection with cluster residential developments, multi-family residential developments, planned unit developments and personal wireless facilities		X

## **THE PUBLIC HEARING**

The public hearing allows local residents, particularly neighbors and abutters, to comment upon your proposed project. The SPGA cannot grant you a Special Permit unless it finds, among other things, that the proposed use will not impair the integrity or character of the district, neighborhood or adjoining districts nor be detrimental to the public health, safety, convenience or welfare. Obviously, the comments and concerns of neighbors and abutters will be a matter of some consequence to you, so don't wait to speak to them until you are required to formally notify them of the public hearing. Let them know about your ideas and include them if you can in your project planning, so you can learn how to address their concerns early in your planning process. The more you are able to arbitrate your neighbors' concerns about your proposed project before the required public hearing, the more likely it is that the SPGA will find in your favor.



Although each of the 2 boards that are designated SPGA's in North Reading operate somewhat differently, the public hearing will generally follow the same outline. After a staff presentation of your proposed project and outstanding issues with which the Town might or should be concerned, you [or your representative] will be asked to briefly state what you have done to address these concerns, and why the special permit should be granted. After your statements, the SPGA members will offer their comments or questions. Then the SPGA Chairman will solicit comments from abutters and other residents present. Anyone may speak in person, or through an agent or attorney, at the hearing. When all persons wishing to speak have done so, the chairman will close the hearing and the SPGA will take the matter under advisement.

Under no circumstances can the SPGA allow new evidence or testimony to be heard after the close of the public hearing, unless the SPGA had previously requested it, so if you have any responses to public comments and concerns about your project you should make them heard before the public hearing is formally closed.

The SPGA then has 90 days from the close of the public hearing in which to make its decision regarding your special permit application. If your special permit is granted, then you may proceed with the Building permit process or Site Plan Approval process, as appropriate. You might wish to check whether the Special Permit process and Site Plan Review process might be held concurrently, to save you some time and expense.

A flow chart summarizing the Special Permit approval process is outlined on the following page.



## **CONSERVATION COMMISSION PERMITS**

The North Reading Conservation Commission regulates any alteration of land, whatever it be, in a wetland and within 100 feet of any wetland. Wetlands are legally defined in Massachusetts by 3 parameters: soil, hydrology and vegetation [the presence of particular plant types]. You are liable for restoration costs if you should make any alterations unknowingly to a wetland. Ignorance is not an acceptable excuse, since finding out whether wetlands may be involved in your project is simply a matter of asking the Conservation Commission.

The Conservation Commission issues 2 kinds of permits. The first, a “Determination of Applicability”, is a response to a “Request for Determination of Applicability”. The Request application form is available from the Conservation Commission Department, or the town of North Reading website at [www.northreadingma.gov](http://www.northreadingma.gov), town offices, conservation department –



then scroll down to download the applicable RDA form.. Once you have completed this application form, the Conservation Commission will act on your project at its next meeting. You should attend this meeting to explain your plans and answer any questions that may arise. The Commission will have Conservation Departmental staff visit the site before making any decision.

If the Commission makes a negative determination, your project is exempt, and no further action is necessary. If the Commission makes a positive determination, you will have to file a Notice of Intent. The Commission’s Determination of Applicability will state whether the Wetlands Protection Act applies to your project and what minimal conditions will be placed on the proposed work. If more information is required or more than minimal conditions need to be imposed, a “Notice of Intent” will be required from you.

The NOI is used for any project either in or very close to a wetland boundary, and for large and complex projects that require extensive soil disturbances or drainage discharges. If your project will disturb less than 1,000 square feet of area within the wetland buffer zone only, then you may request and file an abbreviated NOI rather than a full NOI. You are likely to need professional services such as surveying, drafting, engineering or a wetland scientist to complete the NOI application form.

In response to the NOI, the Conservation Commission issues an “Order of Conditions” permit, which specifies how the proposed work is to be accomplished in order to protect the affected wetlands. The Conservation Commission will also require a performance Bond if it grants the Order of Conditions permit, to ensure compliance with the permit conditions. The bond is returned to you, with interest, either incrementally as work proceeds or at the satisfactory completion of the project when you request a “Certificate of Compliance”.

Note that a public hearing must be held on all applications to the Conservation Commission. All public hearings are publicized with a legal notice, and you will be responsible for notifying all your abutters of the hearing, so it may be helpful to review “The Public Hearing” under Special Permit Approval Process.

Instructions for filing a “Request for Determination” or a “Notice of Intent” are available from the Conservation Department, or you can obtain these on-line, from the town of North Reading website at [www.northreadingma.gov](http://www.northreadingma.gov).

## **BUILDING PERMIT APPROVAL PROCESS**

Although single family and two family dwellings and structures/additions generally do not require site plan approval, such projects must meet the dimensional and other requirements of the Zoning Bylaw, as well as any other applicable requirements, rules and regulations of the Town of North Reading. Before construction, you must obtain a Building Permit from the Building Department. A Building Permit application can be obtained from the Building Department, or you can obtain these on-line, from the Town of North Reading Website at [northreadingma.gov](http://northreadingma.gov); [click on town offices, building department – then scroll down and click on “click here for building department forms” and select your appropriate building permit application form to download].



A verification form will be transmitted internally to other required departments along with the Building Permit application. This form will ensure that there are no outstanding problems or concerns about your proposed project so that the Building Department can issue the Building Permit and the following department heads review your permit application:

- ❑ CP Director: Verifies any Community Planning Commission Decisions and/or requirements relative to your project;
- ❑ Conservation Agent: determines if wetlands are involved.
- ❑ Health Director/Health Inspector: approves wells, septic systems, food-related establishments, etc.
- ❑ Plumbing and Electrical Inspectors: assures compliance with the respective codes.
- ❑ Department of Public Works, Fire Prevention Officer, Police Chief or Safety Officer, Board of Selectmen, as necessary, depending on the project’s complexity.

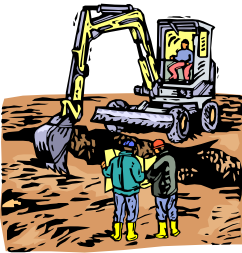


Once the Building Permit Application has received the necessary verifications, it will be routed back to the Building Department for a final check and review by the Building Commissioner before issuance of the building permit.

## **APPEALS PROCESS**

If a building permit has been denied to you from the Building Commissioner, based on zoning considerations and you disagree with the Building Commissioner's reasoning, you then may appeal the decision to the Zoning Board of Appeals. The ZBA will consider why the permit was denied, consider whether you have met or satisfied any conditions or requirements imposed by any Town board(s) and will hold a public hearing as required by the Zoning Bylaw. Based upon the regulations, any new information presented, and the comments expressed at the public hearing, the ZBA will render a decision whether to grant or deny the permit.

## **BOARD OF HEALTH PERMITS**



### **Septic System:**

If the land you are developing is not serviced by municipal sewer and/or water services the Health Director can explain the procedures for obtaining permits for on-site sanity disposal systems and on-site domestic wells. If the property requires the use of a septic system, it will be necessary to have soil evaluations and percolation tests performed to determine if the property meets the state sanitary code [Title V] requirements. These tests will determine the seasonal maximum groundwater elevation and provide a rate at which the soil drains. This testing must be performed by a Massachusetts Department of Environmental protection registered soil evaluator and witnessed by a Health Department staff or consultants. If the testing reveals that the site is feasible for placement of a septic system, the test results shall be used as a basis for preparing a design plan.

The design must be prepared by a Registered Sanitarian or a Professional Engineer as allowed in the MA Title V and the North Reading Regulations regarding Subsurface Disposal Systems. Typically, the design plan will incorporate building location, grading, parking, access roads, drainage and sources of water [well location or water service connection]. Once submitted, the plans are reviewed by the Health Director for compliance. When the review has been completed and final approval has been given in writing, the septic system must be installed by a North Reading licensed septic installer and must be inspected by the Health Department Staff and the Designer prior to back filling. The Designer will prepare and sign a Title V "Certificate of Compliance" that will be signed by the Health Director and the Installer. The Designer shall prepare an "As-Built" plan that will illustrate the exact location of the system after installation. The plan will be retained in the Board of Health files for future reference. The Designer and the Installer will also sign an installation certification from provided by the Town. Once all requirements are met, the Health Director will sign a Title V "Certificate of Compliance", which will be issued to the homeowner.

**Well Permits:** You will need to obtain a well permit if municipal water is not available. A plan showing the location of the well and any septic systems within the area will be needed for review. Since proof of potable water is required prior to issuance of a building permit, water quality and quantity testing is also required. Water quality testing data sheets generated by a Massachusetts Department of Environmental Protection approved laboratory are



required for review. Please contact the Health Department for current requirements and policies regarding well drilling.

105 CMR 590.000 and the MA State Food Code



Food Service/Retail Food Establishment:

If you are opening a restaurant or food service/retail food establishment the Health Director will need to issue a Food Service Permit. Prior to opening a restaurant or retail food service establishment, a new establishment packet must be completed and submitted to the Health Director for approval. Interior plan requirements are listed among issuance of any building permit. When an application has been reviewed, a written approval or disapproval will be sent to the applicant as soon as possible. Prior to opening, Health Department staff will inspect the premises for adherence to the approved plan and then a second inspection 48 hours prior to your planned opening. No food may be sold without first obtaining the permit. (please note that a common victualler's permit is required in many cases. Please contact the Town Manager's office) The Health Director, or representative thereof, will inspect your restaurant at two times a year. Please be aware of the new requirement that each restaurant, food service/retail food establishment must have a Certified Food Protection Manager on staff at all times to comply with local and state regulations.

**TOWN CLERK'S OFFICE**

This office is the primary location for permit and license applications, especially for new businesses. You can also request a Zoning Bylaw Amendment or Zoning Map change here as well [although it is strongly recommended you meet with the Community Planning Director and/or Town Planner prior to doing so to aid you in drafting such an amendment]. The following is a brief overview of the most relevant business related licenses and documents available through the Town Clerk's Office:

Business Certificates: A person conducting business under any title other than his/her real name must file for a Business Certificate. A business owner will not be able to establish a business checking account without a Business Certificate.



## **ABUTTER NOTIFICATIONS REQUIRED FOR PUBLIC HEARINGS FROM THE ASSESSORS' OFFICE**

Any special permit, or permit listed above that requires a public hearing must obtain a certified abutters' list from the Assessors Office.

The Assessors Office has parcel maps for the entire Town along with information on each parcel including dimensions and assessed value. This office is where you will obtain your list of abutters if one is required for your project.

If you prepare the list of abutters the Board of Assessors will certify it. The list must contain the full names and mailing addresses for abutters together with map and parcel numbers from the most recent tax list. Other resources available in this office include copies of the assessors' maps, lot cards and deeds.

### **OTHER PERMITTING PROCESSES**

Several other kinds of permits and licenses were listed at the end of Section 2. It would be impossible to list the applications, review and approval processes for each type of permit here, and the potential applicant is encouraged to confer with the Town Department directly involved.

### **SUMMARY**

A summary flowchart of the project review process appears back on the previous pages as a guide through the permitting process. It is only a reference, and it is not all-inclusive; for example, your proposed project may be allowed by the Zoning Bylaw, but some topographical aspect of your site may make it necessary that you obtain a variance from the Zoning Board of Appeals before you proceed with permitting and construction. To include all possible permutations of the development process in a single flowchart would make the chart incomprehensible. Use it as a general guide only, and ask questions at Town Offices when you don't understand.

Even the summary flowchart may appear intimidating to those who do not plan on building a large factory or subdivision in Town, but only wish to build a new single family home, or add a sunporch to their existing home. Perhaps you only wish to expand your family owned business or store with an addition of less than 2,000 square feet that won't require 5 or more parking spaces.

### **Example 1: Adding to an Existing Structure**

Suppose you want to build an addition to an existing structure. This Guidebook and the flowchart suggest that you start by obtaining a copy of the Zoning Bylaw. The Building Commissioner and you might review your proposed project and check it against the Zoning Bylaw to see if all setback requirements for your zoning district are met. If not, you might consider redesigning the project to satisfy the setback requirements. If redesign isn't feasible because of some aspects of your land, you may want to discuss an application to the Zoning Board of Appeals for a variance.

The Building Commissioner will determine if your property is located within the Aquifer Protection District, in which case you will need to go to the Zoning Board of Appeals for a special permit. Assuming your proposed addition both satisfies the setback requirements and is outside the Aquifer Protection District, you would next check to see if your addition will be more than 100 feet from any wetland [we have also assumed there is no subdivision of land involved in your project, and we can skip this step in the flowchart]. If it were less than 100 feet from a wetland, you could either redesign your project to avoid the Conservation Commission, or discuss the project with the Conservation Agent and submit a Request for Determination of Applicability with the Conservation Commission.



Let's assume that the proposed addition is more than 100 feet from any wetland. Since the addition is for residential purposes and does not involve the construction of proposed retail, service, commercial and industrial uses, we know that Site Plan review won't be involved. So next the Town needs to know if the project will include a septic system, in which case you'll want to talk with the Health Director regarding your septic system design and applicable local and state requirements. If no septic system is involved [which is unlikely given that the only area in town that is sewered is Concord Street Industrial Park], there is no further Board of Health review or involvement unless the addition is to a restaurant [see Example 2]. If the project involves hookup to the Town's sewer system instead, you would go to the Division of Public Works to discuss the hookup requirements. Then you would go to the Building Department to show your permits and approvals, and apply for your building permit.

## **Example 2: Building and Opening a Restaurant**



Let's pretend you were hoping to open up a new restaurant. The restaurant is proposed to be 4,000 square feet on Route 28 in the Highway Business District. Looking at Flowchart #2, let's go step by step through the process to see the various steps entailed from construction to obtaining your certificate of occupancy.

Our first stop is either at the Community Planning Director or the Building Commissioner. They inform us that site plan review will be required because the construction involves a service/restaurant development. However, the project will also require a variance for frontage because our lot does not meet the minimum frontage requirements of the Highway Business District. Because the project is within the Aquifer Protection District, and happens to be located within 87' of a wetland, both an Aquifer Protection District Special Permit and a Notice of Intent are required. The Aquifer Protection Special permit and variance application can be filed with the ZBA concurrently, as well as the Site Plan Special permit can be filed with the Community Planning Commission concurrently with the Notice of Intent from the Conservation Commission. Please keep in mind, however, that the Community Planning Commission cannot issue a special permit [site plan] until the variance has been obtained because special permits cannot be issued if a project does not comply with zoning.

Surmising the project was approved by all land use boards mentioned – conservation commission, zoning board of appeals, and the Community Planning Commission – now the new business owner gears towards opening up his restaurant as the construction is almost completed. The Business Owner wishes to serve alcohol at his establishment. As such, a Common Victualler's License is required from the Town Manager's Office where permit applications are received for the Licensing Commission, the Board of Selectmen. The business owner is also required to obtain a Food Service Establishment Permit from the Board of Health, as well as probably a dumpster permit in order that a dumpster be located on site for disposal of daily rubbish.



## **Timeline for Permit Approvals**

### **Permit**

### **Legal Timeline from Date of Request**

Building Permit

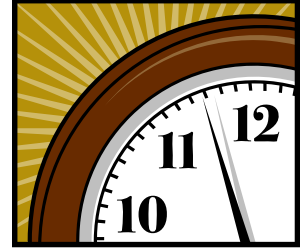
30 days

Sign Permit

30 days

Special Permit

65 days to schedule the public hearing; 90 days from the public hearing to make a decision; 20 day appeal period



Site Plan Approval

65 days to schedule the public hearing; 90 days from the public hearing to make a decision; 20 day appeal period

Variance

65 days to schedule the public hearing, 100 days from filing with Town Clerk to render a decision; 20 day appeal period

Preliminary Subdivision

45 days from filing application

Definitive Subdivision

90 days from filing application if a preliminary plan was filed and approved; and 120 days if no preliminary plan was submitted

Approval Not Required

21 days from filing application

Determination of Applicability  
Of Wetlands Protection Act

Action at next Concom Public Hearing

Notice of Intent

Must be filed within 14 days of ConCom determination and requires a public hearing

Order of Conditions

Issued within 21 days from the close of the public hearing

Certificate of Compliance

Issued when Order of Conditions has been satisfied

Septic System Permit

45 days from filing application; good for three years for new construction and two years for repairs of existing systems.