Zoning Permit Process

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An applicant may pick up a Zoning Permit application form from the Town Clerk or download it from the town website.

Applicant turns completed application in to the Town Clerk in person or online.

Town clerk reviews the application to make sure it is complete.

* If incomplete, it is returned to the applicant.
* If complete, it is forwarded to the Zoning Administrator.

The ZA reviews the application.

* If it’s routine, he can approve it.
* If it’s complicated and he needs additional input, he may consult with members of the Selectboard, Planning Commission, Listers, or any other town official.
* If necessary, the ZA may solicit advice from the town attorney.

Once an application is approved, it is sent to the Town Clerk who forwards a copy to the Listers and members of the Planning Commission, and files the original application in the town office.