

# Special Permit / Special Exception Application Time Line

As reviewed by the Planning & Zoning Commission

**Please note:** This list is meant to be a guide for the application process. You may still need other applicable local, state or municipal permits, etc.

*Optional & highly recommended:*  
 1. Meet with Town Planner or ZEO.  
 2. Preliminary discussion with Commission.

**Q:** Is proposal on a locally designated scenic road? If so, check to see if an application is required.

You may need a wetlands application. Please speak to Wetlands Agent. If needed, it must be submitted first or on same day as the Special Permit/ Special Exception.

Submit a completed application to land use office.

PZC formally receives application at a meeting and a Public Hearing is scheduled. Check to see if any additional notices required. (1, 2, 3, 4, 8)

2 Pre-Hearing Legal Notices regarding the date of Public Hearing are required to be published in the newspaper according to deadlines prior to Public Hearing. (5)

Public Hearing occurs at a meeting, and may be continued to a later date. *No new information may be accepted after close of Public Hearing.* (3, 6, 7, 8)

Public Hearing is closed and a vote is taken. (3, 5, 6, 7, 8)

Within 15-days of decision, a legal notice about the results must be published in the newspaper.

There is a 15-day appeal period after the publication of the decision legal notice.

Final documents are submitted for review and corrections made as necessary. PZC Chairman needs to sign mylar before it is filed on the land records to be effective. (9)

Please note: Check with ZEO (and other local officials) re: any required inspections that must be done to ensure compliance, etc. in order to obtain final sign-off.

Developer must check with other local officials (building official, fire marshal, etc.) to determine if there are any other required steps.

Your project enters the construction stage! (10)

Applicant must comply with all conditions and check with Town Planner or ZEO with any questions.

**Notes**

- (1) The “date of receipt” is deemed to be the *earlier* of (i) the day of the next regularly scheduled meeting of PZC after the day the application is submitted; or (ii) 35 days after the application is submitted.
- (2) All Special Permit/ Special Exception applications require Public Hearings.
- (3) The Public Hearing must commence within 65 days after original receipt by PZC, and must be completed within 35 days.
- (4) Additional notices may be required if meet criteria, for example Intermunicipal notices per 8-7d, etc.
- (5) The 1st notice must be published 10-15 days before the Hearing. The 2nd notice must be published not less than 2 days before the hearing, with no less than 2 days between publication dates of the two notices. ***The day of publication and the day of hearing are not included in the count.***
- (6) The decision must be rendered within 65 days after the hearing closes.
- (7) A special extension of time may apply if an IWWA decision is pending for the same project. The decision must be made by the *later* of (1) the normal time period allowed under zoning & planning statutes, including any extension granted by the applicant; or (2) 35 days after the IWWA decision.
- (8) Applicant may consent to extend the time frame for any steps in process, but sum total of extensions cannot exceed 65 days.
- (9) Final documents include, but are not limited to, the final site plan, easements, public improvement documents and bonds, etc..
- (10) Ask town planner or ZEO about the process for release or reduction in the bond.