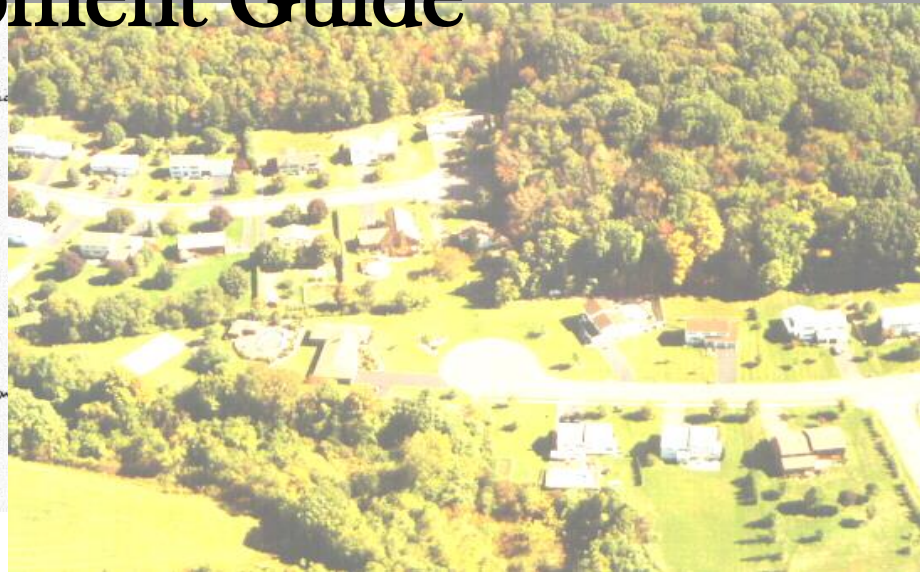
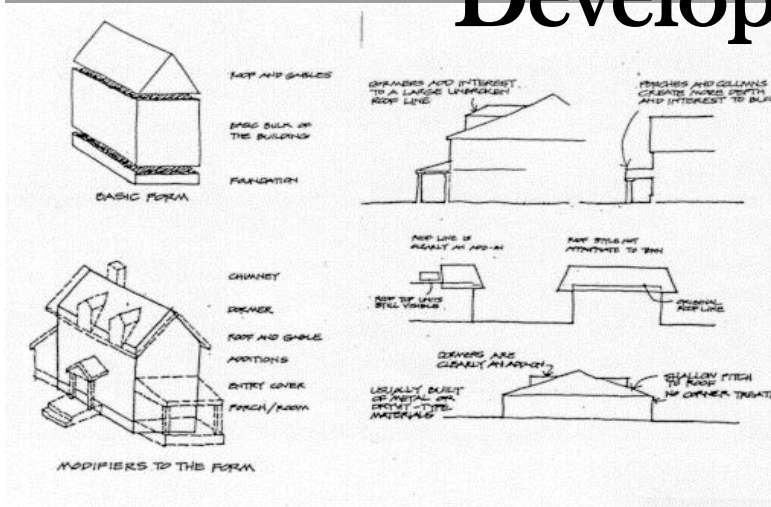


Development Guide





Town of Rocky Hill, CT Development Guide

Welcome

Revised 2/23/2018

Thank you for your interest in the Town of Rocky Hill. We look forward to being your partner and making the development process a little less costly and time consuming. This guide will provide you with the basic knowledge needed for a successful development. Town staff will accompany you every step of the way to keep the process moving in a positive direction.

Please read this guide carefully. A clear understanding of each of the steps will make the entire process much easier. These guidelines apply whether you are developing a new site, adding on to an existing building or subdividing land.

PLEASE NOTE: THIS GUIDE SHOULD NOT BE UTILIZED IN PLACE OF THE TOWN'S ZONING, SUBDIVISION OR WETLAND REGULATIONS. THIS GUIDE SHOULD NOT BE UTILIZED IN PLACE OF A TOWN ORDINANCE. TO BE FULLY EFFECTIVE, THIS GUIDE SHOULD BE USED IN CONJUNCTION WITH ALL OTHER TOWN REGULATIONS AND ORDINANCES.

The development process that follows is a compilation of State law and local regulations and policies established by the Planning and Zoning Commission, the Open Space and Conservation Commission and Town development Staff. *It is the Town's hope that this guide, used in conjunction with various regulations, ordinances and Customer Staff Meetings, will provide a clearer understanding of the development process in Rocky Hill.*

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DIRECTORY

There are several individuals and commissions with whom you and your engineer and/or architect will be working with. The following Directory is made available for your convenience:

<u>Town Official</u>	<u>Telephone Number</u>
Town Manager, John Mehr.....	860-258-2732
Town Planner/Asst. ZEO, Kim Ricci	860-258-2761
Asst. Town Planner/ZEO, Dave Palmberg.....	860-258-7675
Building Official, JP Langlois.....	860-258-2733
Director of Comm. Dev. Services James Sollmi.....	860-258-2762
Economic Development Director, Ray Carpentino	860-258-7717
Wetlands Agent/Engineering Tech, Bob Alvarado.....	860-258-2734
Fire Marshal, Richard Renstrom	860-258-7603
Central CT Health District-Rocky Hill	860-258-2770
Police/Traffic.....	860-258-2758

Town Development Commissions

- Planning & Zoning Commission
- Architectural Review Advisory Board
- Economic Development Commission
- Open Space & Conservation Commission
- Zoning Board of Appeals

STEP ONE

SITE IDENTIFICATION

If you need assistance in identifying a site or wish to discuss the development process, or have specific questions regarding the feasibility of your project, you may wish to contact the Economic Development Director for commercial projects and the Town Planner for residential projects. Discussion is also recommended with the Town Engineer, Central CT Health District, the Inland Wetlands Agent, the Building Official and the Fire Marshal. The Economic Development Director will assist you in arranging meetings and acquiring information.

STEP TWO

CUSTOMER STAFF MEETING: SITE PLAN PREPARATION

Once you have identified a site that will accommodate your needs, the next step will be to develop a plan for the site. You may need to hire a professional engineer, land surveyor and possibly a soil scientist and biologist. You may also need to discuss your building requirements with an architect, engineer or building contractor, if you have not done so already (please note an architect or engineer is required if your building is 5000 square feet or larger or, depending on the complexity of the building/project, at the discretion of the Building Official) At this point, you, along with your team, need to discuss the requirements for developing a site plan with the Town Planner, the Town Engineer and other pertinent Town Staff. At this stage, a customer staff meeting needs to be scheduled to discuss feasibilities and general layouts/concepts. This may be accomplished by contacting either the Economic Development Director or pertinent Town Staff to schedule a meeting.

You should prepare a conceptual site layout, especially on larger developments, so that Town Staff will have the opportunity to review the layout at a very early stage and make recommendations before your engineer gets too far along on the design of the site. It is also recommended that you schedule a more comprehensive review with additional Town staff during the early phase of the site plan. Town staff welcomes the opportunity to discuss your site plan at any point in the process. This may be accomplished by contacting either the Economic Development Director or pertinent Town Staff to schedule a meeting.

As your engineer completes the final design, a formal review of the site plan with Town staff should be scheduled. This will give your engineer an opportunity to incorporate any necessary changes before a formal application with complete site plan is submitted. This can be accomplished by contacting the Economic Development Director or the appropriate department directly to schedule a meeting.

NOTE: PLEASE CONSULT THE ZONING AND/OR SUBDIVISION REGULATIONS AND TOWN ENGINEER FOR ALL DESIGN REQUIREMENTS.

STEP THREE

REVIEWS AND APPROVALS

The next step will be to submit your application(s), on forms provided by the Community Development Department and the Economic Development Office, along with your site development plan(s), building plan(s), drainage calculations and other pertinent information to the Planning, Building & Engineering Department. In order to be considered for the agenda of a land use commission/board, your application must be submitted to the Community Development Department as specified on schedules available in the Department. Schedule and deadlines for the Architectural Review Advisory Board may also be obtained from the Economic Development Office. **Please note that you may submit your various applications simultaneously to all pertinent boards and agencies. You do not have to wait for one board or commission approval before applying to the next board or commission.**

The “deadline” date for the various board and commission meetings will allow staff to distribute your application package to the Town Engineer, the Fire Marshal, Traffic, the Inland Wetlands Agent, the Health District, Public Works, the Architectural Review Advisory Board and other pertinent Town departments, as well as regional, State and Federal agencies, when deemed necessary. **Please note, it is recommended that you submit your application to the Architectural Review Advisory Board for review and action prior to submitting your application to the Planning & Zoning Commission.**

Town staff will then review and comment on your application in writing and, at times, verbally. The purpose of the review is to assure compliance with all planning, zoning and inland wetlands development standards, design guidelines, Town ordinances and acceptable engineering and building standards and requirements.

The Community Development Department will transmit all written comments to you and your development team as they are received. Every effort is made to transmit all comments in a timely fashion in order to give you adequate time to make plan revisions prior to the meeting.

The Zoning Regulations and Planning Department Staff should be consulted to determine whether you need Site Plan approval, Subdivision approval, a Zone Change, or a Special Permit from the Planning and Zoning Commission, or whether or not your proposal is even allowed (Sections 3, 4 and 5). The Inland Wetlands Agent and the Inland Wetlands Regulations should be consulted to determine if your project will require a permit or review by the Open space and Conservation Commission.

In any case, a Site Plan prepared in accordance with Section 8.2 and Appendix A of the Zoning Regulations will be required. The layout and architecture of your building, as well as your site landscaping, lighting, parking, traffic impact drainage, signage and grading, will be reviewed by the Planning and Zoning Commission. The Planning & Zoning Commission will evaluate your Site Plan in accordance with Section 8.2.4 of the Zoning Regulations.

Site Plan Approval

Almost all new business and commercial/industrial uses and additions, as well as some signs, will require review from the Architectural Review Advisory Board and a Site Plan approval from the Planning and Zoning Commission. Consult the lists of permitted uses contained in the Zoning Regulations to determine if your proposed use falls under Site Plan approval (Sections 3, 4 and 5). You may call the Zoning Enforcement Officer to assist you in this determination. You will need to contact the

Economic Development Office for Architectural Review guidelines and an application.

The Planning and Zoning Commission has up to 65 days to approve your application. While there are no Public Hearing requirements for Site Plans, a public meeting with the Planning and Zoning Commission is required. If your proposal satisfies all zoning and engineering requirements, then the Planning and Zoning Commission should approve your proposal. Please note that the Planning & Zoning Commission may require a Public Hearing for site Plan review.

Architectural Review Advisory Board

The purpose of the Architectural Review Advisory Board (ARAB) is to provide guidance in preserving and improving the character, appearance and aesthetics of the Town. Developments requiring Site Plan review by the Planning & Zoning Commission, including site design and landscape alterations and most changes to facades of non-residential buildings, will require review by the ARAB prior to approval by the Planning & Zoning Commission. The ARAB will make recommendations consistent with adopted Design Guidelines.

It is recommended that applicants submit their application directly to the ARAB for review and comment prior to submitting an application to the Planning & Zoning Commission. In such instances, the Board shall submit its written advisory report to the applicant not later than thirty (30) days after receipt thereof so that the applicant may include the Board's recommendations and suggestions with their application to the Planning & Zoning Commission. The written advisory report shall include specific recommendations regarding plan modifications which the ARAB finds desirable based on the Design Guidelines.

In instances where the ARAB receives application referrals directly from the Planning & Zoning

Commission, the Board shall submit its advisory report to the Planning & Zoning Commission and applicant not less than five (5) days prior to the meeting on which the application is to be considered. The written advisory report shall include specific recommendations regarding plan modifications which the ARAB finds desirable based on the Design Guidelines.

Contact the Economic Development Office for guidance, applications and Design Guidelines.

Special Permit

There are many uses that require "Special Permits." Special Permits are permitted uses which, by their nature of operation, may have special impacts on the land or neighborhood (such as noise, traffic, fumes and visibility). The Commission may place modifications and conditions on your proposal to eliminate or lessen these impacts. In some instances, the Planning and Zoning Commission may even deny a Special Permit request if they have evidence that your proposal will have negative impacts on the land and/or neighborhood. Consult the lists of permitted uses contained in the Zoning Regulations to determine if your proposed use falls under Special Permit approval (Sections 3, 4 and 5. For signs, consult Section 6.4).

The Planning & Zoning Commission will review your Special Permit application in accordance with Section 8.3 of the Zoning Regulations. A Site Plan prepared in accordance with Section 8.2 and Appendix A of the Zoning Regulations will be required. All Special Permit applications require Public Hearings.

A Public Hearing is required by State law. The Planning and Zoning Commission has up to 65 days to open a Public Hearing. Once the Public Hearing is open, the Commission has up to 35 days to close the Hearing. Once the Public Hearing is closed, the Commission has up to 65 days to make a decision. Please note that

Special Permit proposals also require a Site Plan approval.

Zoning Regulation Text Amendment

If you are proposing a use that is not permitted by the Zoning Regulations or your proposal does not fully comply with the Zoning Regulations, you may, before you make applications for Site Plan, Special Permit or Subdivision approvals, request to change the Zoning Regulations to allow your proposal. Your text amendment proposal should also include specific design/construction criteria.

If your proposal involves a zone or affects land, both of which are located 500 feet or closer to another town, State law requires that the proposal be referred to regional planning agencies 35 days prior to the scheduled Public Hearing. You should contact the Town Planner for information and to set up a meeting to discuss all the details. Section 8.4 of the Zoning Regulations should be consulted.

The Planning & Zoning Commission has 65 days to schedule a Public Hearing and 35 days to close the Hearing once it is opened. The Commission then has 65 days thereafter to make a decision.

Please note that the Planning and Zoning Commission is *not* obligated to approve your request to modify the Zoning Regulations. The Commission will review your request for conformity to both the State and Town of Rocky Hill Plans of Conservation and Development, potential impact to public health, safety, welfare, or property values, as well as how your proposal furthers the purpose of the Zoning Regulations.

Zone Change

If you want to develop a parcel of land that is not zoned for the use being proposed, you will need to *first*, before making applications for Site Plan, Special Permit or Subdivision approvals, request a Zone Change from the Planning and Zoning Commission. Your change proposal application will need to comply with Section 8.5 of the Zoning Regulations.

If your proposal involves a zone or affects land, both of which are located 500 feet or closer to another town, State law requires that the proposal be referred to the regional planning agencies 35 days prior to the scheduled Public Hearing. You should contact the Director of Planning and Building for information and to set up a meeting to discuss all the details.

Please note that the Planning and Zoning Commission is *not* obligated to approve your request to change a zone. The Commission will review your request for conformity to both the State and Town of Rocky Hill Plans of Conservation and Development, potential impact to public health, safety, welfare, or property values, as well as how your proposal furthers the purpose of the Zoning Regulations.

The Planning & Zoning Commission has 65 days to schedule a Public Hearing and 35 days to close the Hearing once it is opened. The Commission then has 65 days thereafter to make a decision.

Variances

Another avenue to follow if you are proposing a development that does not meet the requirements of the Zoning Regulations (i.e., locating a new building or addition closer to the property line than is allowed by the Zoning Regulations), is to request a variance from the Zoning Board of Appeals (ZBA). Variances will be needed

before you apply for Site Plan, Special Permit or Subdivision approval.

Once you go through the Public Hearing procedure and the ZBA approves your specific variance, you will be required to file a certificate in the Town Clerk's Office to make your variance legal. Once the filing is done, you may then proceed to the Planning and Zoning Commission. You should contact the Town Planner for information and to set up a meeting to discuss all the details.

If your proposal involves land located 500 feet or closer to another town, State law requires that the proposal be referred to the abutting town seven days prior to the scheduled Public Hearing. You should contact the Town Planner for information and to set up a meeting to discuss all the details.

The ZBA has up to 65 days to hold a Public Hearing. Once the Public Hearing is open, the Board must close the hearing within 35 days. Once the Public Hearing is closed, the Board must make a decision within 65 days.

NOTE: THE ZBA IS NOT ALLOWED, BY LAW, TO GRANT A VARIANCE UNLESS THE VARIANCE REQUESTED SATISFIES THE "HARDSHIP" REQUIREMENT. THE HARDSHIP MUST BE RELATED TO THE LAND. THE HARDSHIP CAN NOT BE BASED SOLEY ON FINANCIAL GAIN OR LOSS, NOR CAN IT BE BASED SOLEY ON PERSONAL GAIN OR LOSS.

Certificate of Location Approval (motor vehicle repair/sales)

If your proposal involves the repair, sale or lease of motor vehicles and/or trailers, approval from the ZBA must be obtained *before* application to the Planning and Zoning Commission for Site Plan, Special Permit or Subdivision approval. You should contact the Town

Planner for information and to set up a meeting to discuss all the details.

Subdivision Approval

If you are purchasing land that is being divided, or you would like to have divided, subdivision approval will most likely be needed. If your property has *not* been divided since April 5, 1950 *and* you just want to divide your property into *two* lots, subdivision approval is *not* required, although septic and well testing may be required. You will need to consult with the Town Planner if you want to divide your property into more than two lots, subdivision approval will be needed (or *resubdivision* approval if you are *re-subdividing* an already subdivided property). Please note that State law requires all applications for *re-subdivisions* receive a Public Hearing. The Planning and Zoning Commission *may* also require a Public Hearing for any *subdivision* application.

You may call the Town Planner for information and to set up a customer staff meeting.

If your subdivision will contain *rear lots* (or flag lots), you will need to consult Section 7.2.9 of the Zoning Regulations. Conservation Design Subdivisions will require a Special Permit, Site Plan review and Subdivision approval by the Planning and Zoning Commission (see Section 3.2.3 & 3.5.2 of the Zoning Regulations). Your proposal will need to conform to the Subdivision Regulations for all subdivisions and re-subdivisions.

If your proposal is on land which abuts land located in another town or is located in two or more towns, State law requires that the proposal be referred to the Capital regional planning agencies 35 days prior to the scheduled Public Hearing or meeting.

The Planning and Zoning Commission has up to 65 days from the date of receipt of an application to make a decision on your subdivision application. The Commission may elect to schedule a Public Hearing for your subdivision. As mentioned earlier, if you are proposing to *re*-subdivide an existing subdivision, the Planning and Zoning Commission *must* hold a Public Hearing.

Open Space and Conservation Commission (Inland Wetlands)

If your proposal is to develop land which contains wetlands/watercourses, or is located in a flood area, or if your development is proposed to drain into a wetland, or your site development and proposed activity is likely to impact a wetland, you may need to apply for a permit from the Open Space and Conservation Commission *before or at the same time* application is made to the Planning and Zoning Commission.

The Open Space and Conservation Commission *must* decide on your wetland application *before* the Planning and Zoning Commission can make their decision. *Preliminary* determination of whether or not your property contains wetlands or may impact a wetland will probably be ascertained during discussions at your Customer Staff Meeting or through a field visit by the Wetlands Agent. If a wetland/watercourse delineation is required, it must be field located by a soil scientist and plotted on your site plan by a land surveyor.

If you have wetlands on your property or your activity may impact a wetland, there are four possible ways that your proposal can be reviewed and/or proposed:

1. Administrative Ruling.

The Wetlands Agent will make a site visit and determine that there will be no wetlands impact and no further application will be required.

2. Referral to the Open Space and Conservation Commission.

The Wetlands Agent may refer your project to the Open Space and Conservation Commission. At a meeting, the Commission will decide if you will be required to submit an actual application.

3. Application.

If your proposed activity is likely to impact a wetland/watercourse, you will be required to obtain a wetlands permit. Consult the Wetlands Regulations for application requirements.

The Open Space and Conservation Commission has 65 days from the date of receipt of an application to make a decision on your application.

4. Application Requiring a Public Hearing.

The Open Space and Conservation Commission shall hold a Public Hearing only in the following cases:

- i) your proposal is deemed “a significant activity” by the Commission (see Section 7 of the Inland Wetlands and Watercourses Regulations)
- ii) the Commission decides a Public Hearing would be in the public interest; or
- iii) a petition requesting a Public Hearing is submitted by 25 persons or more within 15 days of the date of receipt of an application.

You may be requested to submit more detailed information on your proposal if it is deemed a “significant activity” (see Sections 7, 8 and 9 of the Inland Wetlands and Watercourses Regulations for details).

The Open Space and Conservation Commission must hold a Public Hearing within 65 days of the date of receipt of an application and close the Hearing within 45 days. A decision must then be made within 35 days after the Public Hearing.

You should contact the Wetlands Agent for more information regarding the Inland Wetland/Watercourse permitting process.

Central CT Health District

If your proposed activity is on a lot serviced by a septic system and/or well, or involves any food handling, Health District approval is needed. You will need to call the Health District (860-258-2770).

State Department of Energy and Environmental Protection

If your proposal is located in a flood hazard area or is riverward of the Channel Encroachment Line of a stream or river, or you are disturbing 5,000 square feet or more of wetlands or are diverting a watercourse, a permit from the State Department of Environmental Protection (DEEP) will most likely be needed. Town Staff will work with you during the early stages of the project to determine if DEEP permits will be necessary. You may reach DEP staff at 860-424-3858.

If your property is near an area identified on DEEP's Areas of Special Concern Map, a letter from the DEEP's Natural Diversity Data Base will be needed. Town staff will inform you if such a letter is needed. DEP staff may be contacted at 860-424-3592.

If your proposal is for recycling and/or the handling/storage of chemical/hazardous wastes or fuels, a permit from DEEP will be needed. For permit assistance, call 860-424-3003.

Environmental Review Team (ERT) and CT River Coastal Conservation District

CT River Coastal Conservation District: 860-346-3282

If your proposal involves or may involve significant environmental impacts, or if the size and complexity of your proposal causes uncertainty as to the nature of environmental impacts, Town staff and/or Commissions may require an environmental review of your property and proposal. This may be accomplished by the State Environmental Review Team or the CT River Coastal Conservation District or by any other qualified public or private entity chosen by the Town or Commission.

If any of these conditions apply, Town staff will discuss the required procedures in greater detail.

Office of the State Traffic Authority (OSTA)

If your proposed building is greater than 100,000 square feet or will require 200 parking spaces or more, you will need a permit from OSTA. Town Staff will work with you during the early stages of the project to determine if OSTA permits will be necessary and assist you in the application process if needed. You should submit an application to the STC at the earliest possible time. You may reach STC staff at 860-594-3020.

State Department of Transportation (DOT)

If you are located on a State highway, a State Department of Transportation (DOT) curb cut permit will be required from District I in Rocky Hill. You will need to contact DOT staff and have them review your plan early in the process. DOT District I may be called at 860-258-4541.

State Department of Health and Environmental Protection

If your proposal will be using a septic system *and* will generate 2,000 gallons or more of effluent per day, approval from the State Department of Health will be needed. If you will be using a septic system *and* will generate 5,000 gallons or more of effluent per day, a

permit from the DEP will also be needed. Please note that local approval by the Central CT Health District will also be required. For the Department of Health, please call 860-509-7383. For the DEP, please call 860-424-3801.

Public Works and Utilities

If you will be working in the Town right-of-way or will be dealing with public utilities (water, sewer, cable, phone, etc.), you will need to contact the Town Engineer and the Public Works Director and all applicable utility companies for permits and approvals. All driveways giving access from a Town road will require a driveway permit from the Town Engineer.

Before you dig by machine, you *must* call CALL BEFORE YOU DIG at 1-800-922-4455

STEP FOUR

POST APPROVAL STAGE

Following the public meetings and/or Public Hearing(s) process described earlier and following receipt of Commission and/or Board approval(s), there may be a number of items that will need to be addressed. Below are *most* of the things you will need to do after various Commission and/or Board approval(s).

Zoning Board of Appeals

After the ZBA grants your request, the Town will place a Legal Notice of Decision in the newspaper. It is recommended that you wait two weeks after the day the Legal Notice of Decision is published before you begin any activity; the reason being that someone may appeal the Board's decision to Superior Court within that two week period.

After the ZBA grants your request, the Town will give you a certificate of approval. You must file this certificate in the Town Clerk's Office in order for your variance to be legal.

After you file your certification, you may then proceed to the Planning and Zoning Commission and/or the Open Space and Conservation Commission (if such approvals are required), or apply to the Building Official for your Building permit.

Open Space and Conservation Commission

After you receive Wetlands approval, you may need to post a cash bond for erosion and sedimentation controls and wetland mitigation measures. Your site plan may also need to be revised if the Commission requires changes.

A certified letter of approval will be mailed to you listing all the conditions of your approval. *All conditions must be adhered to or your permit may be revoked.* A permit issued by the Commission is valid for five years unless extended by the Commission.

It is recommended that you wait two weeks after the day the Legal Notice of Decision is published in the newspaper before you begin any activity due to the possibility of an appeal being filed. The Wetlands Agent will then issue your Wetlands Permit.

Please note: You may not start any construction activity until the Planning and Zoning Commission approves your Planning and Zoning application (if your proposal requires such approval).

Planning and Zoning Commission

After approval from the Planning and Zoning Commission, you may need to post a performance bond for erosion and sedimentation controls, landscaping,

public improvements, and drainage, street and parking lot systems that connect to similar public systems, *before* your map can be signed by the Chairman before you can sell or offer for sale any lots in a subdivision. If the Commission required changes, your plans will also need to be revised.

Two original mylar copies of your approved site plan, architectural building plans or subdivision plans will need to be signed by the Secretary of the Commission and filed with the Planning Department. All plan modifications must be made within 90 days of your approval date or your approval will become null and void. For subdivisions, once your mylars are signed by the Secretary of the Commission and handed back to you, you have 90 days to file them in the Land Records (Town Clerk's Office) before your approval becomes null and void.

A certified letter of approval will be mailed to you listing all the conditions of your approval. *All conditions must be adhered to or your permit may be revoked.*

For Special Permits, the Town will mail you a Certificate of Approval. This certificate will be filed in the Town Clerk's Office by the Town.

It is recommended that you wait two weeks after the Legal Notice of Decision is published in the newspaper before you start any activity due to the possibility of an appeal being filed.

STEP FIVE

PRE-CONSTRUCTION MEETING

In some cases you will be required to attend a pre-construction meeting with Town staff. At this meeting, you, your engineer and construction superintendent will discuss with Town staff your responsibilities, the Town's

responsibilities and coordination between you and the Town during the construction phase of your project. You may contact the Planning, Building and Engineering Office to schedule pre-construction meetings.

STEP SIX

Applying for Building Permits

At this step you will need to apply for your Building Permit and inter-department approvals. You should contact the Building Official to discuss specific application requirements.

An A-2 survey and 3 sets of building plans (two with "live" stamps) will need to be submitted with your application. The Building Official will review your plans and issue a building permit if *all* building and fire codes are satisfactorily met. A Building Permit will be issued if all zoning requirements are met AND AFTER Commission modifications are satisfied. All erosion and sedimentation controls must be installed and approved by Town staff and all conditions of Commission approval must be met prior to issuance of the Building Permit.

STEP SEVEN

CONSTRUCTION

You are now ready to begin the construction process. If changes to the approved site plan or approved building plan are required, *it will be necessary to notify the Building Official, the Director of Community Development, the Town Engineer and the Town Planner prior to any field modifications. Changes may be approved by staff or may require Commission approval (Planning and Zoning, Inland Wetlands, Zoning Board of Appeals) depending on the extent of the modification.*

Before any framing work is preformed on the foundation, two (2) sets of foundation as-built plans will need to be

submitted to the Building /Zoning Department for review and approval.

Town staff will make inspections on various aspects of the site and building construction during this phase. **ALL EROSION AND SEDIMENTATION CONTROLS MUST BE IN PLACE AND APPROVED BY TOWN STAFF BEFORE YOU START CONSTRUCTION. ALL EROSION AND SEDIMENTATION CONTROLS MUST BE MAINTAINED BY YOU THROUGHOUT THE DURATION OF THE PROJECT UNTIL ALL DISTURBED AREAS ARE STABILIZED AND WILL BE INSPECTED BY ZONING STAFF. THE ENGINEERING DEPARTMENT WILL INSPECT ALL PUBLIC IMPROVEMENTS.**

STEP EIGHT

AS-BUILT FILING

Once construction of the building and site improvements have been completed and the as-built documents have been filed, you are ready to ask the Building department for a Certificate of Occupancy (or C.O.) and the Town Planner for a Zoning Certificate of Compliance.

CERTIFICATE OF OCCUPANCY/ZONING COMPLIANCE

A Zoning Certificate will be issued only if your project conforms to all Commission/Board conditions of approval and only when the project is complete. A Conditional Zoning Certificate may be issued by Staff depending on site conditions and the extent of work completed.

The Building Official will issue a C.O. only after the Zoning Certificate is issued and upon satisfactory inspection by the Building Official.

STEP NINE

RELEASE OF BONDS

The performance bond(s) that were submitted after you received Commission approval(s) may be released if all improvements have been completed. Items such as landscaping and pavement may not have been completed prior to the issuance of your C.O., depending on the time of year your building was completed. Bonds may be held until these items are finished.

You may also request a reduction of your bond amount as you complete various phases of your project. All bond release and reduction requests may be made to the Town Planner.

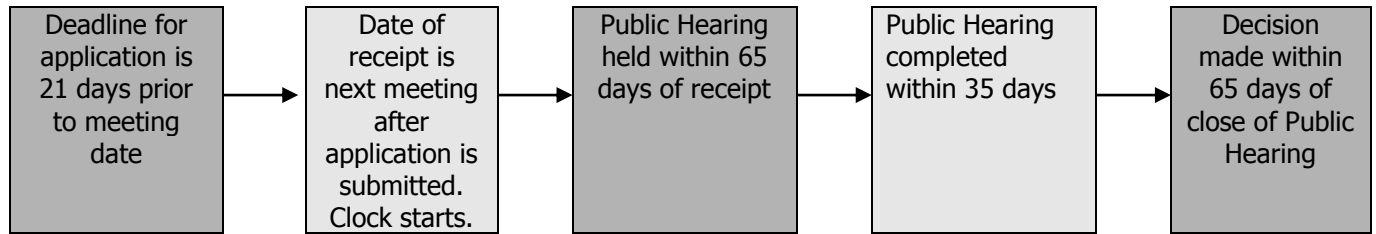
Landscaping bonds are held for one growing season to ensure that your plantings survive.

Bonds for subdivision roads will be released when Town staff certify that:

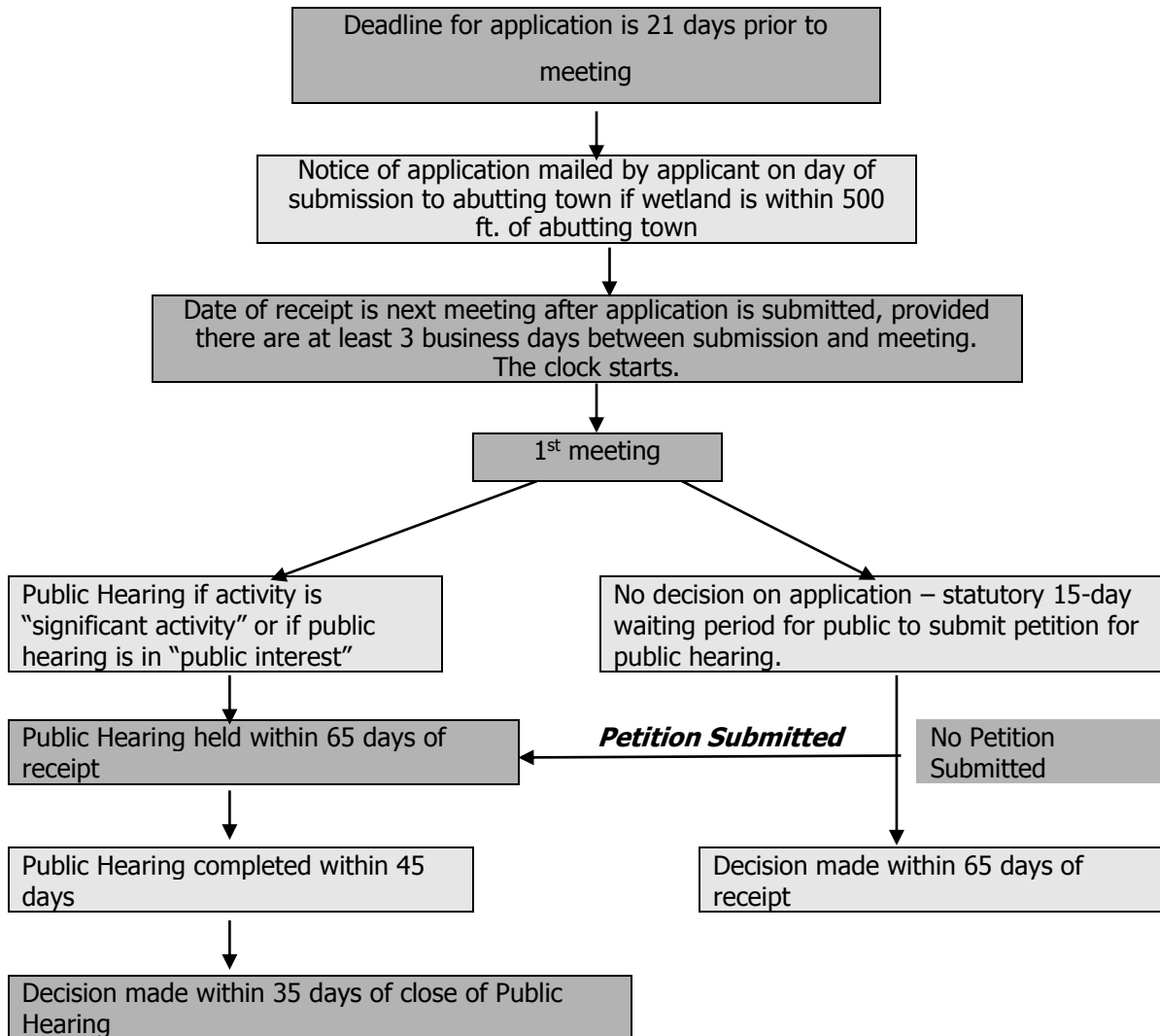
1. All construction is complete;
2. As-built drawings are submitted to the Director of Planning & Building and the Director of Engineering & Highways for review;
3. A one year maintenance bond equal to 10% of the original bond amount is filed with the Director of Planning & Building.
4. The Planning & Zoning Commission approves your request

You may also request a reduction of your bond amount as you complete various phases of your project. All bond release and reduction requests may be made to the Town Planner.

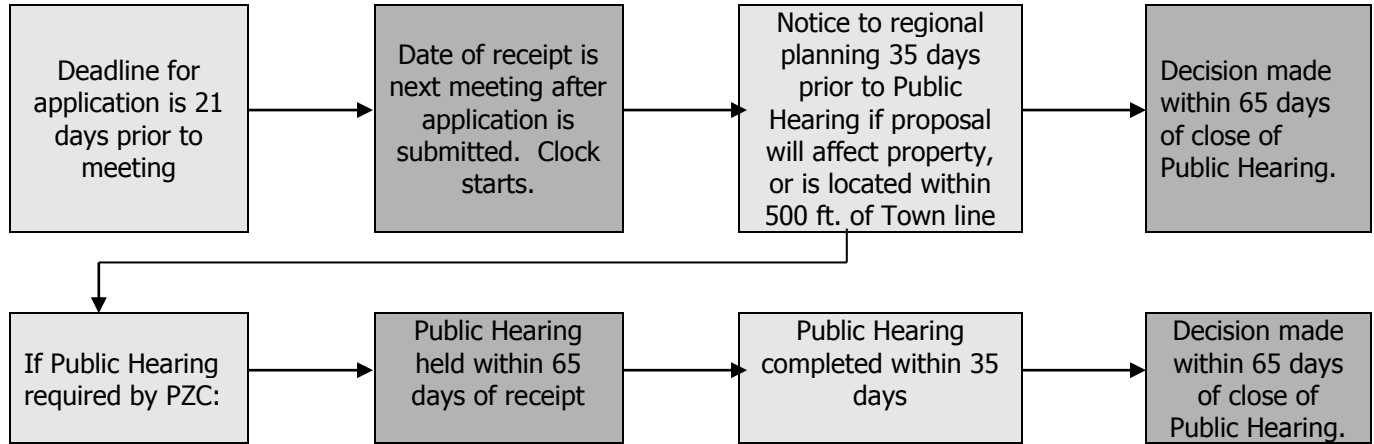
Zoning Board of Appeals Application Process



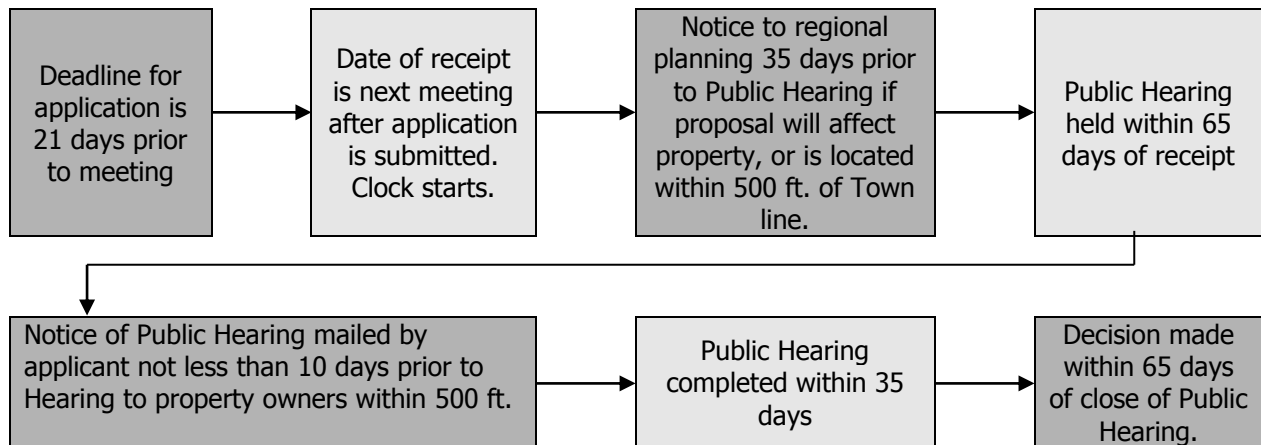
Open Space & Conservation Commission Permit Process



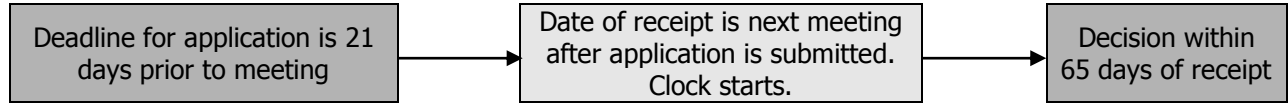
Planning & Zoning Commission Subdivision



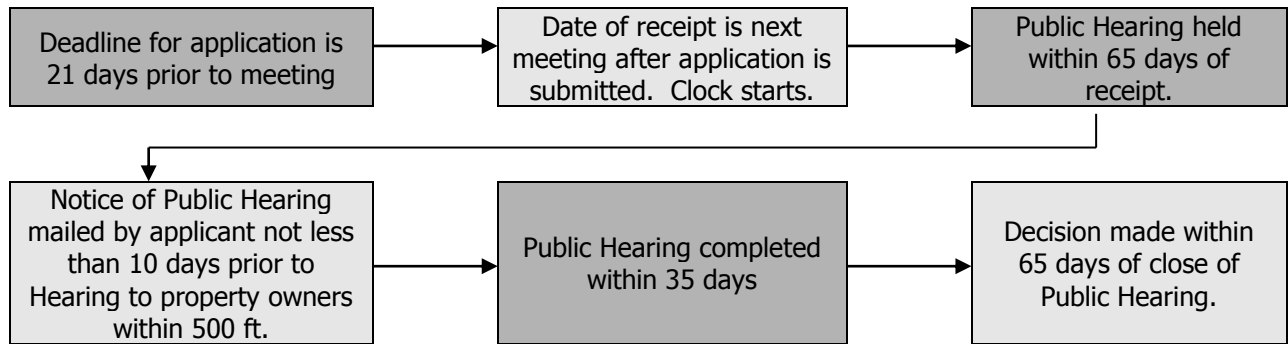
Planning & Zoning Commission Zone Change



**Planning & Zoning Commission
Site Plan Review**



**Planning & Zoning Commission
Special Permit**



**Planning & Zoning Commission
Resubdivision & Zoning Regulation Change**

