

1. Determine Need for Zoning Approval

Applicant determines the need for a special permit or variance through a building permit denial letter and/or zoning analysis.

2. Preliminary Review

Applicant is encouraged to set up a meeting with Planning, other applicable staff, neighbors, and sometimes with the Design Review Committee.

3. Zoning Application

Applicant completes and submits an application form to the City Clerk's Office with appropriate fee.

6. SPGA (PB or ZBA) Decision

Vote is taken *within 90 days of close of hearing*. Staff file decision with the City Clerk and mail to abutters *within 14 days of the vote*.

5. Zoning Board of Appeals (ZBA) or Planning Board (PB) Hearing

Applicant presents at the public hearing. Case will open *within 65 days of filing complete application*.

4. Review / Advertisement

Staff mail notice of the hearing date to abutters, advertise in the newspaper, and write a report to the Board. The DRC may also review the proposal.

7. Appeals may be filed with the City Clerk

Within 20 days of the decision filing.

8. Document Decision

Applicant certifies decision with the City Clerk, picks up stamped approved plans with the Planning Division, records decision with the Registry of Deeds or Land Court, as appropriate.

9. Applicant Applies for Building Permit through ISD.

Construction must comply with all building, electric, etc. codes as well as zoning approval.

10. Applicant calls Planning Division & ISD for final sign-off of permit or Certificate of Occupancy.