



Site Plan Review Process

1. Preliminary Site Plan Application and fees submitted to P&Z staff – 30 days before regularly scheduled meeting date – see items required by Site Plan Checklist.
2. Determination made by P&Z staff whether application is for:
 - a. New use or change in use, (proceed to step 3) or;
 - b. Exterior alteration only, (skip ahead to step 12) or – see items required by Exterior Alteration Checklist
 - c. New construction for addition to existing use.
3. Preliminary Site Plan Application circulated by P&Z staff to Town Departments for review.
4. Staff report written by P&Z staff for P&Z meeting.
5. Preliminary Site Plan Application reviewed and decision rendered by P&Z Commission within 65 days of submission date at regular meeting or following public hearing.
6. If Preliminary Site Plan Application found to be unacceptable, return to step 1. If application found to be acceptable continue to step 7.
7. Proceed to final. Submit Final Site Plan Application, plans, and fees to P&Z staff (proceed to step 8), unless P&Z Commission indicates Preliminary Site Plan Application should be submitted to the Architectural Review Committee (proceed to step 12) or Historic District Commission.
8. Final Site Plan Application circulated to Town Departments for review.
9. Staff report written by P&Z staff for P&Z meeting.
10. Final Site Plan Application reviewed and decision rendered by P&Z Commission within 65 days of submission date, at regular meeting or following public hearing.
11. Submit 3 sets of plans to P&Z staff for sign-off to Building Division for permit issuance, allow three weeks for review. Site plan application process for Planning and Zoning now completed.
12. If necessary, application reviewed and decision rendered by Architectural Review Committee (ARC) within 65 days of submission date. If found unacceptable, revise and resubmit application to Architectural Review Committee or appeal ARC decision to P&Z commission. If Preliminary Site Plan application Found acceptable, return to step 7.

See chart next page.

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