

# DEVELOPMENT REVIEW BOARD OVERVIEW

## GENERAL TIMELINES FOR DRB HEARING (in conformance with State Statute)

- DRB meets on the 1st and 3rd Weds of each month
- Complete application must be received no later than 20 days before the DRB hearing date.
- 15 days before the hearing date all notifications must be completed, including certified mail must be received (see below)
- Public hearing is held, testimony heard and evidence submitted
- Once hearing is closed, DRB has 45 days maximum to issue a decision
- Once DRB decision is issued, it is mailed to all who attended hearing. This starts the 30 day appeal period.
- Once relevant conditions of the DRB decision are met, Zoning Permit can be issued. Zoning Permits are posted with a 15-day appeal period. Appeal period can run concurrently with the DRB appeal period.
- Once all permits have been received (including building permit, if applicable) work can proceed.

## Before the Hearing

- Complete "APPLICATION FOR DRB REVIEW" and submit appropriate fees
- Provide written notice to abutters.
- The APPLICANT must notify all abutting property owners individually in writing by CERTIFIED MAIL, RETURN RECEIPT REQUESTED or by written notice hand delivered supported by a sworn certificate of service. This notice must be received by the abutters at least 15 days before the hearing.
- Building + Zoning will provide a notification sample letter and a sketch of the neighborhood showing the Abutters that must be notified, along with a mailing list of current property owners.
- Building + Zoning will post a hearing notice at the site at least 15 days before the hearing. This posting must remain on site until after the hearing.
- If this notification is not done, the hearing cannot go forward. Applicant will forfeit the application fee and will need to start the entire process again.

## At the Hearing

- Submit proof of notification to abutters (green receipts from certified mailings or certification of hand-delivery)
- The APPLICANT shall provide the Board with 6 copies of the site plan. The detail required on the site plan should be in keeping with the complexity of the proposal. See checklist in application.
- If there is to be parking associated with your development that is on land owned by others, the Board will request some evidence of a written agreement allowing such use.
- Failure to provide information that the Board finds applicable may result in a recess of the hearing until such items are provided or even a denial of the application.