

## **APPLICATION CHECKLIST, FOR APPLICANT**

- ✓ DISCUSS NEEDS WITH PLANNING DEPARTMENT
- ✓ FILL OUT APPLICATION
- ✓ PREPARE SITE PLAN WITH REGISTERED SURVEYOR
- ✓ GET TAX COLLECTOR FORM SIGNED
- ✓ APPLY FOR ABUTTER'S LIST FROM ASSESSORS
- ✓ TURN IN APPLICATION FOR FINDING OR SITE PLAN REVIEW TO PLANNING DEPT.
- ✓ TURN IN SPECIAL PERMIT APPLICATION TO TOWN CLERK WITH COPY TO PLANNING DEPT., IF APPLICABLE
- ✓ TURN IN SITE PLAN WITH DETAILS FROM APPL.
- ✓ \$100 FILING FEE
- ✓ DISCUSS POSSIBILITY OF PROFESSIONAL REVIEW & CORRESPONDING FEE
- ✓ RECEIVE HEARING NOTICE WITH TIME FROM PLANNING DEPT.
- ✓ RECEIVE WRITTEN DECISION FROM PLANNING BOARD
- ✓ WAIT THE 21-DAY APPEAL PERIOD AFTER DECISION IS RECORDED TO BEGIN WORK