

The Special Exception Process

The Special Exception is a zoning approval that is granted by the Zoning Commission. The process for receiving an approval is longer than an administrative zoning permit. This form describes the process:

Acquire application from the zoning office. It may be picked up in person or scanned and emailed to an applicant. Schedule an appointment to sit with the zoning enforcement agent to go over all aspects of the application. If an approval from the health department is needed then that application submission will be done at this time, as well.

There is a \$185 application fee upon the official submission of an application. Upon submission to the land use office the schedule is as follows:

Zoning Commission meeting 1: Application is received by the commission. If the commission is satisfied with the submission then a public hearing is scheduled. Applicant does not have to appear at this meeting.

15 days prior to public hearing a sign is placed visibly from the road. This sign is received from the Land Use Office. A refundable deposit for \$75 is submitted along with a \$25 sign fee.

Zoning Commission meeting 2: During the public hearing the applicant tells the commission about the proposal and answers any questions. It is very possible the public hearing is closed at this meeting and a vote taken later on during the agenda.

If approved, the Notice of Decision is published in a local newspaper and a 15-day appeal period begins. If there is no appeal by an aggrieved resident then...

Zoning Commission meeting 3: If approved, the Memorandum of Decision is signed.

The signed MoD is then mailed to the applicant who then must file the approval with the Town Clerk. It is then put on the land records. There is a \$53 fee for the first page and \$5 for any additional pages.

Upon filing on the land records the applicant, when ready, then submits a zoning permit. There is an \$11 application fee.

If building permits are needed they may be submitted at the time of the zoning permit.