

BUILDING PERMIT APPLICATION PROCEDURES AND TIMELINE FOR PERMITS REQUIRING GEORGETOWN PLANNING BOARD APPROVAL

The Georgetown Planning Board meets on the first and third Wednesday of each month at 7:00 PM at the Town Office to consider applications and to conduct other business as necessary. The following procedures are established to govern how applications will be received, processed, and considered by the Planning Board.

1. Building Permit Application must be delivered to the Town Clerk's office not later than 10 days before a scheduled Planning Board meeting. The Clerk will deliver submitted applications to the Code Enforcement Officer (CEO).
2. The CEO will review the applications for completeness. Applicants whose applications are incomplete will be provided assistance by the CEO.
3. Applications deemed fully complete in the opinion of the CEO will be scanned and sent to the Planning Board and/or placed in the Planning Board folder in the Town Office by noon on the Monday preceding a Planning Board meeting. These applications will be included in the written Planning Board Agenda prepared and posted by the CEO at the Town Office and on the Town website.
4. Planning Board members will review completed applications at the Town Office between noon Monday and the scheduled Wednesday Planning Board meeting. (This practice will enable informed, thoughtful, and timely consideration of applications during the meeting, while affording time for questions which may have been suggested during member review.)
5. The Planning Board will consider applications at its scheduled meeting as listed on the Agenda, members having already completed their preliminary review of the applications. Applicants are urged to attend or to be represented at Planning Board meeting so that any questions arising can be answered by the applicant or the applicant's designated representative, thereby reducing undue delay.
6. Approved permits will be available for collection at the Town Office the day following a Planning Board meeting.
7. Applications which the Planning Board denies or finds incomplete will be returned to the applicant with written explanation.
8. Applications reviewed and votes will be reported in the Planning Board minutes.