

## **Land Use Authorization Procedure**

Any use other than those allowed by the designation "A" in the Land Use Table in Section 5 of the Land Use Ordinance require Land Use Authorization. Every applicant for Land Use Authorization must submit a written application on the proper form to the CEO, along with the \$125 application fee. There are separate forms for projects requiring CEO approval and for projects requiring Planning Board Approval.

### **CEO Approval**

If CEO approval is required, then within seven days of receipt of the application, the CEO must determine whether the application is complete. If it is not complete, the CEO must notify the applicant in writing and indicate what information is missing. Once the application is complete the CEO must determine whether all of the Land Use Ordinance standards have been met. Within 14 days the CEO must issue a written Findings of Fact to the applicant either approving or denying the project.

### **Planning Board Approval**

Once the Planning Board receives an application from the CEO, a completeness review of the application must be scheduled within 31 days. An application may not be reviewed for completeness unless it has been received by the Planning Board at least 7 days prior to a regularly scheduled meeting. If the application is not complete, the Planning Board must notify the applicant in writing.

If the application is determined to be complete, then the Planning Board may begin reviewing the application for its conformance to the Land Use Ordinance. The Planning Board will vote on whether a public hearing is necessary and schedule a meeting date.

If a public hearing is scheduled, then the applicant is required to notify the owners of properties that lie within 200 feet of the proposed project in the Village Residential and Village Commercial or within 500 feet of the property in the other zoning districts of the meeting. Notice must be given in a written format, either personally with proof of delivery, or via certified mail, return receipt requested.

Upon thorough review of the application the Planning Board will make a decision to either approve or deny the project. The Planning Board must issue its decision and Findings of Fact in writing within 10 days of making the decision.

### **Appeals**

If the applicant or another party chooses to appeal a decision made by the CEO or the Planning Board, an application must be submitted to the Board of Appeals, via the CEO, within 30 days of the date the decision was made.

More information regarding the application procedures is provided in Section 2 of the Land Use Ordinance. Also refer to Section 21 for information on Subdivision Applications and Section 18 for information of the Board of Appeals process. The CEO is also available to answer questions regarding these procedures.