

Building Permit Process Proposed Changes

1. Require surveys for:

- anything that changes the footprint of the structure
- a fence, pool, or accessory building
- changes driveway or driveway entrance

2. Review after completion

- Review whenever a survey was required, or bedrooms are added
- Inspect after completion to make sure that it was built to plan
- Certificate of Compliance or Certificate of Occupancy will be required
- FEMA compliance review. Need to determine a fee structure.
- When is a building permit required
- For large construction projects, review may need to be outsourced. Determine who bears the cost (e.g., applicant pays for review and gets credit towards building permit).
- Public access to online search facility of active building permits.

Conditional Use Process Proposed Changes

1. Refer directly to Planning and Zoning

- The Town Manager and Building Official can refer applications to Planning and Zoning directly, and concurrently provide copies to Commissioners and Town Attorney
- The Town Manager and Building Official will only refer to P&Z if :
 - They believe the structure and site plan meet zoning code.
 - The use is listed in Chapter 185-Table 3 as a possible Conditional Use.
- If the use is not in Table 3, then the application must first go to the Commissioners

Supporting documents: Chapter 185-25 Resort Business District Regulations, Chapter 185-73 Changes and Amendments, Chapter 185-74 Procedures for Approval of Conditional Use

2. Applicant pays for review

- Legal expenses, engineering consultant if needed, and sea level rise review if needed
- Town Manager will give applicant an estimate
- Applicant will pay actual expenses incurred

Supporting documents: Chapter 185-82 Administrative Provisions, Filing Fees, Chapter 93-1

3. One Year Review

- Town Commissioners to review one year after approval
- Can consider requests from business owner for changes

4. Define Planning and Zoning Commission role in Conditional Use hearing.