

TOWN OF MILLINGTON PERMITTING PROCESS

1. Property Owner, Contractor, or Agent of Property Owner contacts Town Office to discuss future project, documentation requirements, and fees.
2. Property Owner, Contractor, or Agent of Property Owner presents preliminary site plan for stormwater review (if required) and appropriate fee.
3. Property Owner, Contactor, or Agent of Property Owner presents final site certified site plan, stormwater management report, construction permit, certified construction plans, specs, and appropriate fees.
4. Zoning Administrator reviews, determines compliance and permissible use; determines if in Critical Area, determines if additional documentation is needed, contacts inspection agency to review plans and specs, submits to Critical Area Commission for review and comments.
5. Project if permissible and in compliance is approved by Zoning Administrator. Project if **NOT** permissible or if **NOT** in compliance is denied by Zoning Administrator. If denied, property owner, contractor, or agent of property owner has right to request a hearing with the Board of Appeals.

If hearing is requested with the Board of Appeals:

1. Property Owner, Contractor, or Agent of Property Owner requests and applies for a hearing with payment of appropriate fees.
2. Zoning Administrator schedules hearing with Board of Appeals Attorney and Board of Appeals members.
3. Hearing is advertised in local paper and Town's website. Letters are sent to abutting property with project information, reason for hearing, and date of hearing.
4. Packet is submitted to Planning Commission for comment.
5. Board of Appeals Hearing – after hearing is concluded Board of Appeals have 60 days to make a written decision. If in Critical Area, within 10 working days of written decision, documentation of decision must be submitted to Critical Area Commission. Permit can **NOT** be issued until 30 days after Appeal period has elapsed.