

GUIDELINES FOR OBTAINING TOWN OF FENNER BUILDING PERMITS, SPECIAL USE PERMITS, SUBDIVISIONS AND VARIANCES

This information sheet is designed to provide a brief description of the process for obtaining the necessary permits and approvals for you to proceed with your project. By working in a cooperative manner with Town Personnel, your project may be completed in a timely manner and without those last-minute surprises. Your first step with any application is to schedule a meeting with the Codes Enforcement Officer. At that time a review of your project will be done and a determination of whether or not your project is in compliance with the Town of Fenner Land Use Regulations. If your project does not require any further review you can proceed to obtain your Building Permit. If further review is required you will need to appear before either the Town of Fenner Planning Board or the Zoning Board of Appeals. You can find the requirements for appearing before the boards in Section 605 and 606 of the Town of Fenner Land Use Regulations on the town's website.

When do I appear before the Planning Board?

You will go before the Planning Board for:

- 1) Subdivision approvals**
- 2) Special Use Permits**
- 3) Site Plan Review, and**
- 4) Advisory recommendations to the Zoning Board of Appeals for Variances**

When do I go to the Zoning Board of Appeals?

You may appear before the Zoning Board of Appeals when you have exhausted all ways of doing your project within the guidelines of the Town of Fenner Land Use Regulations and have determined that you have a hardship in meeting those guidelines and you would like to request a variance from the rules.

The Planning Board or the Zoning Board of Appeals will notify you in the affirmative or the negative regarding your project. If your plans are approved, you can now apply for a Building Permit.