

ROXBURY LAND USE DEPARTMENT SUMMARY OF APPLICATION PROCEDURES

INLAND WETLANDS - Submit your application to the Inland Wetlands Commission by the Thursday before the meeting. The meetings are held the **FOURTH TUESDAY** of each month. Be sure that the application is complete, includes a Site Plan, which depicts distances to the nearest wetland or watercourse, includes a completed "DEP" form (DEP requires this form for regulated activities only), and is signed by the owner of the property. If you are an agent, you will need an authorization letter from the owner.

Attend the Inland Wetlands Meeting to discuss your application. If your proposal is a regulated activity (within 100 feet of a watercourse or wetland or 200 feet from the Shepaug River), then the Commission will schedule a site visit at that meeting, but cannot act (vote) on the application until the next regular meeting. The Wetlands Commission has 65 days from the meeting to act on the application.

Obtain your Inland Wetlands Permit from the Land Use Office at Town Hall the Thursday after the meeting. The **\$120** fee for regulated activities is due at that time. There is no fee for non-regulated activities.

Once your Inland Wetlands Application is approved, submit a **ZONING APPLICATION** along with fee to the Land Use Office. The application can be submitted prior to Inland Wetlands approval, but will not be acted on until a Wetlands permit is obtained. **An A-2 Survey of the property is required with the application.**

If you meet the Zoning Regulations (setbacks and acreage requirements, etc.) and your application is not for a special use, you do not have to attend a Zoning Meeting. If the Chairman of the Zoning Commission determines that the application conforms to the Zoning Regulations he submits the application to the Building Department. You (or an agent) must attend the Zoning Meeting for Special Use Permit requests. The Zoning Commission meets the **SECOND MONDAY** of each month and applications must be received at least 10 days prior to the Meeting.

The **Zoning Enforcement Officer** will contact you to arrange an inspection. The applicant does not have to attend the inspection. **However, you must stake out the location of the building and the septic system.** If the inspection and plans indicates that the building requirements are satisfied, then the inspector will issue the building permit (and you are done). If the building inspector identifies deficiencies with the plans, then he will notify the applicant.

PLANNING COMMISSION – All permit applications for **Subdivisions, Re-subdivisions, Lot Line Revisions, and Interior Lots** are initially reviewed by the Planning Commission. Planning Meetings are held the **SECOND THURSDAY** of each month. The applications to the Planning Commission must be submitted to the Land Use Department by the first Thursday of the month. The application must include a letter to the Chairman requesting to be put on the agenda. The application must be submitted with the appropriate fee .

When the Planning Commission completes its' preliminary review, the application is referred to Inland Wetlands and Zoning to assure that the application meets the applicable Inland Wetlands and Zoning Regulations. Once those approvals are granted, the applicant submits a letter to the Chairman of Planning to be put on the next regular Meeting's agenda in order to obtain final approval.

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