1. Zoning Permit Needed
Applicant determines need for special permit or variance through building permit denial letter and/or Agent's zoning review.

2. Preliminary Review
Applicant is encouraged to set up a meeting with Planning, other applicable staff, neighbors, and sometimes with Design Review Committee.

3. Zoning Application
Applicant completes and submits application form to City Clerk's Office with appropriate fee.

4. Review / Advertisement
Staff mail notice of first hearing date to abutters, advertise in the newspaper, and write a report to the board. The DRC may also review the proposal.

5. Planning Board (PB) Meeting
Applicant presents to PB at public meeting. PB makes recommendation to ZBA or holds public hearing if SPGA.

6. Zoning Board of Appeals (ZBA) Meeting
Applicant presents to ZBA at public hearing. Within 65 days of filing application

7. SPGA (PB or ZBA) decision.
Vote taken within 90 days of close of hearing. Staff file decision with City Clerk and mail to abutters within 14 days of vote.

8. Appeals may be filed with City Clerk within 20 days of decision filing.

9. Document Decision
Applicant certifies decision with City Clerk, picks up stamped approved plans with Planning Division, records decision with Registry of Deeds or Land Court, as appropriate.

10. Applicant applies for building permit through ISD.
Construction must comply with all building, electric, etc. codes as well as zoning approval.

11. Applicant calls Planning Division & ISD for final sign-off of permit or Certificate of Occupancy.

For more detailed information please see attached Info Sheet.