

COMMERCIAL DEVELOPMENT REVIEW PERMIT PROCESS

[Based upon COMMERCIAL DEVELOPMENT REVIEW ORDINANCE – July 29, 2020]

[This document is provided to assist the applicant and the Planning Board and if there are any variances with the zoning ordinance, the ordinance shall prevail]

1. Applicant will submit six (6) copies of the TOWN OF PALMYRA COMMERCIAL DEVELOPMENT APPLICATION along with all plans and maps to the Town Office at least fourteen (14) days prior to the next scheduled meeting of the Planning Board along with the appropriate application fee and escrow account. The applicant may provide reduced copies of maps and plans, however; at least one (1) full size set of maps and plans shall be submitted. [The Town Office will then transmit this application to the Planning Board members and place it on the agenda].
2. The Planning Board will issue a dated receipt to the applicant upon receiving the application at its meeting.
3. [The Planning Board will determine if the application is complete.]
 - a) If the application is not complete, the Planning Board shall notify the applicant of the specific materials needed to complete the application. The applicant shall provide the required materials.
 - b) Within thirty-five (35) days of receipt of the application, the Planning Board shall make a determination whether the application is complete and notify the applicant about their decision.
 - c) If the application is complete, it will be placed on the Planning Board's agenda for review and consideration.
4. The Planning Board shall hold a public hearing within thirty-five (35) days after the application is deemed complete. This period may be extended for up to sixty (60) days by mutual consent by the applicant and the Planning Board.
 - a) The notice of the date, time and place of the public hearing shall be made as follows:
 - 1) The town shall publish a notice at least once in a newspaper having general circulation within the Town. The date of the first publication shall be at least seven (7) days before the hearing.
 - 2) The Town shall notify the applicant by first class mail.
 - 3) The Town shall notify all property abutters by certified mail, at least seven (7) days before the public hearing. Failure of an abutter to receive a notice shall not invalidate the public hearing, nor shall it require the Planning Board to schedule another hearing.
 - b) The Planning Board may vote to continue the public hearing to receive additional public comment or information concerning the application. The Board is not required to meet the notice requirements listed above for the continued public hearing.
5. [After the application is placed on the Planning Board agenda, the Planning Board will review the application for compliance with Article 5: Review Criteria. No final decision will be made until after the public hearing.]
6. The Planning Board shall make a final decision in writing to the applicant and to the Code Enforcement Office within seven (7) working days [after the decision by the Planning Board]. Any conditions imposed upon the application shall be listed in the Planning Board's final decision.
7. The Planning Board shall make a final decision upon the application within ninety (90) days of the initial meeting. However, upon mutual consent of the applicant and the Planning Board the final decision may be extended.