

FREQUENTLY ASKED QUESTIONS HEARD FROM APPLICANTS

How long after I submit my application will I get an answer?

The application deadline is the first Wednesday of each month. Typically, the volunteer Commission board meets on the fourth Wednesday of the same month to discuss those applications received and render decisions. A final written permit is usually in the mail within ten (10) to fourteen (14) business days after the meeting.

What happens if I don't agree with the Commission's decision?

The Commission has a reconsideration process for those applicants dissatisfied with the Commission's final decision regarding their project. Within 30 days from that date of issuance, applicants may file a written petition for a reconsideration with the Commission that includes specific reasons for the request to reconsider. The Commission must act upon such petition within 60 days. Details of this process are available by contacting the Commission Office or by downloading a copy of "Chapter 101: Regulations for the Processing of Applications for Permits, Variances, or Certificates of Compliance" available on our website.

On my application there is a space for the applicant's agent, who is that?

An "agent" is someone who is filing the paperwork with this Commission on behalf of the property owner. This person is not necessarily the real estate agent who may be involved with the property purchase. Sometimes out-of-state residents have their contractors handle all the necessary paperwork to secure any required permits.

Can you further explain the Certificates of Mailing?

The applicant is required to send notice of the proposed development to the following people: a) all abutting land owners; b) all property owners within 500 feet of the proposed use (250 feet if in Lake Arrowhead); c) the municipal board of selectmen; and d) the municipal planning board. This list includes property owners across streets and water.

The Commission provides the form that must be mailed out as part of the application. It is the applicant's responsibility to obtain all names and addresses through the respective municipality, to mail out the notices appropriately, and provide adequate documentation proving the notices have been done correctly.

The Certificate of Mailing is a United States Post Office service that is much less expensive than using certified mail. Your local Post Office can provide additional information upon request.

On the Applicant's Intent to File it asks for the date of filing, when is that?

The date you file the application is the date this office receives your application. It is NOT the date of the Commission Meeting when the Commissioners will be making their decision. All recipients of your certificate of mailings have fourteen (14) days from the date of filing to respond. If this date is filled in incorrectly on the form, your application may be delayed until another month.

When figuring my 30% what am I allowed to use? (Applies to nonconforming projects only.)

All structures that existed prior to March 19, 1974 and do not meet today's standards are considered nonconforming uses. Owners of these properties are allowed to expand the existing structures by up to 30% for the lifetime of the structure. The Commission does two calculations, one based on square footage (length x width) and the other based on volume (length x width x height).

When you are calculating the 30% you are allowed to take into consideration any decks or stairs, and you can include your basement and attic ONLY IF THEY ARE LIVABLE SPACES. Livable means you can stand up in them comfortably, they have finished floors, and are built to code.

For more information please contact the Commission Office or download a copy of "Chapter 107: Performance Standards Governing Expansions of Existing Nonconforming Uses, Including Structures" from our website.

I am building a residence and installing a septic system. Do I have to pay the fee for the residence and the fee for the septic system?

NO, you only pay one fee for the largest aspect of your project. In this case, you would only pay the fee for a residence.

Does my site plan need to be done by an engineer?

NO, site plans can be drawn by the applicant. The Commission provides a sample site plan and guidelines for preparing site plans with all applications handed out. An example of information to be included on a site plan, which must be to scale, includes lot dimensions, abutting roads, and dimensions of all proposed development.

I still don't understand?

Please contact the office so we may answer any of your questions regarding our application process or for general information about this agency.