

## STEP 1

### **Informal Consultation**

Chat with Planning and Zoning Staff about your prospective land development project, i.e. a change of use, new building or addition, subdivision, etc., and we will help you figure out if your project requires review by the Development Review Board (DRB). This is a chance for you to provide informal plans, sketches, and/or concepts for staff feedback as well as get a better understanding of the applicable standards in the Town Zoning and/or Subdivision Regulations.

**Stop in or make an appointment at your convenience.**

## STEP 2

### **Application**

Submit an application with supporting materials and fees. Complete applications will be scheduled for a public hearing. You will be notified by staff once a public hearing has been scheduled and receive preliminary feedback on your application. At this point you may wish to revise application materials to address staff concerns. You will receive a full staff report, or for very simple applications, a draft approval, the week before a scheduled hearing. You should come to the hearing prepared to address staff concerns or comments.

**Hearings are usually scheduled 1-2 months ahead.**

## STEP 3

### **Hearing**

This is your chance to present your project to the DRB and for neighbors to ask questions and provide testimony. An application may require more than 1 hearing if a site visit is scheduled or if the DRB finds that additional information is needed. Once the DRB has determined that it has all of the necessary information to make a decision it will close the public hearing. No further testimony may be accepted once the hearing has been closed.

**1-2 months after complete application has been submitted.**

## STEP 4

### **Decision**

Once the hearing has been closed the DRB will deliberate to determine whether or not your application meets the applicable standards in the Town Zoning and/or Subdivision Regulations. You will receive a written decision within 45 days of the close of the public hearing. The DRB may place conditions of approval on a project, which must be implemented as directed, often prior to the issuance of a zoning permit or certificate of occupancy.

**Up to 45 days**

## STEP 5

### **Appeal Period**

A 30-day appeal period begins the date a written decision is issued. An appeal of a DRB decision must be filed with the Environmental Division of the Vermont Superior Court. Any interested person, i.e. a person that participated in the public hearing, has standing to appeal a decision. If a decision is appealed a zoning permit cannot be issued until a ruling is issued by the court.

**30 days**

## STEP 6

### **Permit or Plat**

Apply for a zoning permit following the appeal period, or in the case of subdivision approvals, file the final survey plat in the Town Land Records (plats may be recorded prior to the end of the appeal period). **IMPORTANT** – if this is not done your approval may expire!

**Most DRB approvals expire after 1 year. Subdivision approvals expire after 180 days.**



## Development Review Process

Questions? Contact the Planning & Zoning Department at (802) 482-2281 or [www.hinesburg.org](http://www.hinesburg.org)