
Article V Zoning Permit Process**Section 5.1 Zoning Permit Required**

No land shall be altered, used or occupied, and no building hereafter structurally altered, erected, or moved, shall be used, or its use changed, until a zoning permit shall have been issued by the Zoning Enforcement Officer (or agent) stating that the building and/or the proposed use thereof complies with the provisions of this Ordinance. No building permit shall be issued, and no building shall be occupied until that permit is approved. A record of all permits shall be kept on file in the office of the Zoning Enforcement Officer and copies shall be furnished, on request, to any persons having a proprietary or tenancy interest in the building erected. The Zoning Enforcement Officer (or agent) shall collect such fees for the issuance of zoning permits as are authorized by the fee schedule as adopted by the Town Council. The issuance of a valid zoning permit shall confer with it the right to undertake and complete the development and/or use of property under the terms and conditions of such permit provided that such action as authorized by the permit is commenced within one hundred eighty (180) days of issuance, is not suspended or abandoned for a period of one (1) year or longer, and provided that all other permits are obtained. Otherwise the permit shall be void.

Section 5.2 Application Procedure

Each application for a zoning permit shall be accompanied by a plan in duplicate, drawn to scale, one (1) copy of which shall be returned to the Owner upon approval. The plan shall show the following:

- (a) The shape and dimensions of the lot on which the proposed building or use is to be erected or conducted;
- (b) The location of the said lot with respect to adjacent rights-of-way and setback lines of buildings on adjoining lots;
- (c) The shape, dimensions, and location of all buildings, existing and proposed, on the said lot;
- (d) The nature of the proposed use of the building or land, including the extent and location of the use, on the said lot;
- (e) The location and dimensions of off-street parking and the means of ingress and egress to such space; and
- (f) Any other information which the Zoning Enforcement Officer (or agent) may deem necessary for consideration in enforcing the provisions of this Ordinance.

Section 5.3 Fees

Applicants for permits and other procedures as provided for by this Ordinance may be required to pay such fees as may be established by the Town Council for the administration of this Ordinance.

Section 5.4 Review by the Project Review Committee

All commercial, industrial and multi-family development must be approved prior to the start of construction by the Project Review Committee. After receipt of the application by the Zoning Enforcement Officer (or agent), a meeting of the Project Review Committee shall be called by the Chairman (Town Manager) to review the project within thirty (30) working days. The developer may request a preliminary staff review prior to formal review. The Zoning Enforcement Officer (or agent) shall conduct the staff review. All meetings of the committee shall be open to the public.

At the hearing, any party may appeal in person or by agent. If the Project Review Committee shall find that a proposed project does not meet all of the standards of this Ordinance, a copy of the application, with deficiencies noted, shall be returned to the developer for modification and submittal. In the event of failure to comply with the plans approved by the Project Review Committee, any permit issued for that project shall immediately become void. No building permits for further construction or certificates of occupancy shall be issued, until such time as the owner or developer meets with specifications to correct project deficiencies.