

TOWN OF HARTFORD, VERMONT APPLICATION PROCESS POLICY

The following policy shall apply to all application to the Planning Commission and/or Zoning Board of Adjustment beginning March 16, 1999 for Submittal Requirements only and April 9, 1999 for the entire policy.

- **Submittal of a Complete Application**

A complete application must be handed in by the deadline outlined on the Hartford Planning Commission and Zoning Board of Adjustment Schedule.

If the Department of Planning and Development Services Staff and Department Heads agree that the application lacks sufficient information to conduct a complete review of the application, the application will be returned to the applicant, along with any application fees. The applicant will be informed, in writing, that the application is incomplete and a list of the missing information will be included.

- **Staff Comments/Questions and Required Response**

After review of a complete application by Department of Planning and Development Services Staff and the Department Heads, the applicant will be informed, in writing, of any questions or comments resulting from said review. A deadline for a response will be included. An acceptable response to these comments/questions must be received in writing or on the plan, by the deadline or the application will not be warned for public hearing.

- **No Response**

If no response is received by the deadline, the application will be returned to the applicant, along with any application fees. The applicant will be informed that they may resubmit the application when all comments/questions are addressed.

- **Incomplete Response**

If an incomplete response is received, that is a response that does not address all of staffs' comments/questions, the application will be returned to the applicant, along with any application fees. The applicant will be informed that they may resubmit the application when all comments/questions are addressed.

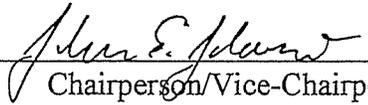
- **Response Rendering a New Application**

If, in the opinion of the Department of Planning and Development Services Staff and Department Heads, the applicant's response to staffs' comments/questions renders submittal of a new application, i.e. a substantial amount of the elements of the plan have been altered, been added and/or been deleted, and these changes were not in direct response to staffs' comments/questions, the application will be returned to the applicant,

along with any application fees. The applicant will be informed that they may resubmit the application at a future application deadline.

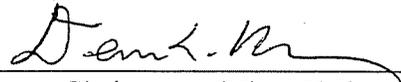
Dated at Hartford, Vermont this 15th day of March 1999.

HARTFORD PLANNING COMMISSION

By: 
Chairperson/Vice-Chairperson

Dated at Hartford, Vermont this 10th day of March 1999

HARTFORD ZONING BOARD OF ADJUSTMENT

By: 
Chairperson/Vice-Chairperson