

# HOW TO APPLY TO ZONING/PLANNING

## At the Time of Filing You Will Need to Provide the 7 Items Below:

1. **APPLICATION:** Please fill out the appropriate application, make two copies, and bring all three to the Clerk's Office to be date-stamped before submitting to our office.
2. **REFERRAL FORM:** You must obtain a referral form from the Building Department to submit with your planning or zoning application.
3. **CERTIFIED ABUTTER'S LIST:** Obtain a list of abutters within 300 feet of your property from the Assessor's Office, along with a set of mailing labels.
4. **DEED:** Obtain a copy of the **MOST RECENT** deed from the Assessor's Office.
5. **LEGAL AD AUTHORIZATION:** This form allows our office to submit a legal ad to the newspaper. They will contact you directly for billing.
6. **FILING FEE** (see fee schedules): A check made payable to the Town of Dennis is required at the time of filing.
7. **PLANS: Site and Plot Plans must be at a 1:20 scale and folded (not rolled)**
  - **Zoning applications:** submit one original stamped plan and 12 copies for a total of 13 sets
  - **Planning applications:** submit one original stamped plan and 14 copies for a total of 15 sets
  - If elevations are involved, we also need 13/15 sets of both current and proposed elevation plans, to scale.

### **PRIOR TO YOUR HEARING:**

- 1) We will email you a copy of your legal notice with instructions for preparing your abutter notice letters.
- 2) We will email you a copy of the Planner's Review of your project.
- 3) Expect Board Members to visit your property for a site inspection. You do not need to be present.

### **AFTER YOUR HEARING:**

Within two weeks a formal decision will be written and time stamped. A 20-day appeal period then follows. If no appeals are taken, you will receive your final sealed decision and can proceed with obtaining your Building Permit.