

## **SITE PLAN or SPECIAL EXCEPTION/PERMIT PROCEDURES**

The following procedure is provided to you as a guide. Please review Section 61 & 62 of the Windham Zoning Regulations for more detailed information.

1. Please submit twelve (12) stapled copies of the completed application along with any maps or other supplementary information for the Commission's review.
2. The Commission will reject any incomplete applications. Please consult the Town Planner when making the application.
3. All applications should be submitted to the Planning Department at least seven (7) days prior to the regularly scheduled meeting of the Planning & Zoning Commission that is held on the fourth Thursday of each month (except for November and December when it is on the Third Thursday). In addition, to the application fees, the applicant must pay a State fee of \$60.00 (or as it may be revised). For any application involving a public hearing, an advertising fee of \$100.00 per advertising notice must be paid along with the application fee. State law requires a minimum of three notices to be advertised = \$300.00 for advertising. If approved, a Notice of Action will be issued to the permittee. State law requires that the owner or permittee must record any Special Exception/Permit in the Land Records - currently the fee for recording = \$53.00
4. The applicant shall submit the names and addresses of all owners of record of properties surrounding the subject property in all directions. This information may be obtained from the Town of Windham Assessor's Office.
5. For any Special Exception/Permit, which requires a public hearing, the Planning & Zoning Commission will schedule a public hearing for the application with sixty-five (65) days after it is properly filed.
6. For any Special Exception/Permit, all applicants are required to post a placard in a visible location on the property at least ten (10) days prior to the scheduled hearing, but not more than fifteen (15) days ahead. Placards are available at the Planning Office.
7. Once the hearing is started, the Commission has thirty-five (35) days to complete the public hearing, unless an extension is granted for additional time.
8. After completion of the public hearing, the Commission has sixty-five (65) days to consider all testimony and take action to approve, modify or deny the application.
9. After the Commission approves the Special Exception/Permit, the Chair will sign an official Notice of Action that the permittee must record in the Windham Land Records. If a Site Plan is involved, a Mylar endorsed by the Commission Chairman should also be recorded.

**WINDHAM PLANNING & ZONING COMMISSION**

**SPECIAL EXCEPTION/PERMIT**

**FINAL SITE PLAN**

Fees: \_\_\_\_\_

File No.: \_\_\_\_\_

Date Received: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_

1. Applicant \_\_\_\_\_  
*Name*

\_\_\_\_\_/\_\_\_\_\_  
Applicant's address Telephone/Fax

2. Address/location of subject property \_\_\_\_\_

Tax Assessor's Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot Number: \_\_\_\_\_

3. Zone of subject property: \_\_\_\_\_ Vol.: \_\_\_\_\_ Page: \_\_\_\_\_

4. Proposed use of property is for: \_\_\_\_\_

In accordance with \_\_\_\_\_ of the Zoning Regulations.  
Section (s)

5. Narrative Statement of Use: \_\_\_\_\_

6. Acreage of subject property \_\_\_\_\_, and acreage of adjacent land in same  
ownership (if any) \_\_\_\_\_

7. Agents (if any) representing the applicant who may be directly contacted regarding this  
application:

\_\_\_\_\_/\_\_\_\_\_  
Name Address

Involvement \_\_\_\_\_/\_\_\_\_\_  
Legal, Engineering, Surveying, Etc Telephone/Fax

8. Owner of record (if not applicant) \_\_\_\_\_  
Name

\_\_\_\_\_/\_\_\_\_\_  
Address Telephone/Fax

\_\_\_\_\_  
Signature(s) Applicant Signature(s) of Owner  
or \_\_\_\_\_ attached purchase contract, or \_\_\_\_\_ attached letter consenting to application.

**A completed application shall include twelve (12) copies of application and site plan. For any application involving a public hearing, a placard shall be posted on the property and notice of the hearing shall be sent to all abutters as required by State Law.**