



If you need Development Review Board (DRB) approval, the Zoning Administrator (ZA) will refer your case to this quasi-judicial body. A carefully detailed site plan and photos with your application can assist the DRB in understanding your request. The hearing follows certain protocols to ensure that decisions are handled according to state statutes and are fair. The DRB will post an agenda 48 hours before your scheduled hearing on the town website. Be sure to review both it and all of Article VII of the Bylaws as these “Standards” are the requirements and criteria that shall be applied by the DRB.

## What to Expect at Your Hearing

At the start of the meeting the DRB Chairperson will call the meeting to order. When it is time for your case, the Chairperson will read the hearing notice. Then you and/or your agent(s) will be invited to the front to present your case. You and/or your agent(s) will be sworn in to give testimony under oath. Any Interested Parties and any of the public who wish to provide comment on your case will also be sworn in.

Next, you or your agent(s) will be asked to tell the DRB about your development plans. The DRB will review the facts of the case as it relates to all relevant sections of the Zoning Ordinance and may ask questions for clarification. After you complete your testimony the DRB will hear from Interested Parties and members of the public. If additional information is needed, a site visit may be requested and/or a case may be recessed to a future date.

Finally, the DRB will hold a private deliberative session to determine how the case will be found, approved, or denied and what conditions (i.e.: “Conditional Use”) must be met to proceed with development. Within 45 days, the DRB will give the decision to the Zoning Administrator (ZA). The ZA will mail you these Findings of Fact. The ZA will also issue your permit, if it is approved, with any DRB conditions.

## Commenting During Your Hearing

- Comments will be limited to information that is relevant to the proposed development.
- Once a point has been expressed, other parties may reference that point to eliminate redundancy.
- Interested Party and public comments may be limited to two minutes per person.
- Public comments may be submitted in writing if someone cannot attend in person.
- If a group of ten or more obtains Interested Party status, only the spokesperson will testify before the DRB.
- All comments will be directed to the DRB members. Exchanges between the applicant and Interested Parties or the public should occur only at the direction of the DRB.

## After the Hearing

You and Interested Parties may, within 30 days of the decision, file an appeal with Vermont’s Superior Court, Environmental Division, in Montpelier. These instructions will be included in the DRB’s Decision.