

WARRANT ARTICLE VIII - Shall an ordinance dated May 7, 2024 and entitled “Amendments the Land Use Zoning Ordinance clarify the timing for approval of permits” be enacted as set forth below?

Explanation: This Article amends the procedure to administer permits (Section 7.5) by clarifying timelines for reviewing and issuing permits.

SECTION 7 CODE ENFORCEMENT OFFICER

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7.3 Permits Required

It shall be unlawful, without first obtaining a permit from the appropriate reviewing authority, to engage in any activity or use of land or structure requiring approval in the district in which such activity or use would occur; or expand, change, **install** or replace an existing use or structure; or renew a discontinued nonconforming use. A person who is issued a permit pursuant to this Ordinance shall have a copy of the permit on site while the work authorized by the permit is performed. Approval shall be required for:

1. **Activities requiring Code Enforcement Officer approval.** Any activity listed in Section 3.4 requiring approval from the Code Enforcement Officer.

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7.5 Procedure for Administering Permits

1. Submission of Permit applications to Code Enforcement Officer

1. **Determination of complete application.** Within 30 days of the date of receiving a written application for approval of either the Code Enforcement Officer or the Planning Board, the Code Enforcement Officer shall notify the applicant in writing either that the application has been accepted as a complete application or, if the application is incomplete, that specific additional material is needed to make the application complete.
2. **Code Enforcement Officer permits and approvals.** The Code Enforcement Officer shall within a period of ten (10) business days after determining an application is complete either approve, approve with conditions, or deny such applications in accordance with the provisions of this Ordinance.

23. **Referrals.** All applications which require Conditional Use Approval of the Planning Board or action by the Board of Appeals shall within a period of thirty (30) days of completeness be referred to the applicable board for action and public notice shall be given. After approval, with or without conditions by such Board, the Code Enforcement Officer shall issue a permit within ten (10) ~~working~~business days after being notified of such approval.

3. ~~**Code Enforcement Officer permits and approvals.** In all other cases involving approval by the Code Enforcement Officer, the Code Enforcement Officer shall within a period of ten (10) working days approve or deny such applications in accordance with the provisions of this Ordinance.~~

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7.6 **Violations.** If, upon inspection or investigation, the CEO shall find what appears to be a violation, he/she shall notify in writing the person(s) believed to be responsible, within ten ~~working~~business days. The notice shall describe the nature of the violation, and state what appeal procedures may be available.

The CEO shall order any necessary action to correct the violation, including discontinuance of the activity and/or removal of buildings, and abatement of nuisance conditions. The CEO shall maintain a copy of all such notices, which shall be available for public inspection during regular office hours. Each day that the violation occurs shall constitute a separate offense, beginning with the day following notification by the Code Enforcement Officer of such violation. A copy of such notices shall be submitted to the municipal officers and be maintained as a permanent record.