

## NOTICE – UPDATED PROCESS FOR SUBMITTING APPLICATIONS TO DRB

The Cornwall Development Review Board meets on the first Wednesday of every month to consider complete applications for such things as zoning variances and waivers, conditional use approval, site plan reviews, and subdivisions (including sketch plan reviews).

A complete application, consisting of 10 copies, must be filed with the Town Clerk not less than 25 days prior to the next regular meeting date in order to be eligible to be placed on the agenda. The Town Clerk will date stamp the application and transmit it to the Town Zoning Administrator (ZA) for review.

The ZA is responsible for responding to all applications for land use and development and referring them to the DRB when appropriate. Only complete applications will be forwarded to the DRB for scheduling. The DRB Chair will contact the applicant concerning scheduling. (Please note that there is no assurance that your matter will be on the agenda for the next meeting.)

All questions concerning land use regulation and development matters should be directed to the ZA, rather than to the Town Clerk.

Copies of the Town's Zoning Bylaws and Subdivision Regulations, and zoning and subdivision application forms, are available at the Town Hall and on the Town website ([www.cornwallvt.com](http://www.cornwallvt.com)).

The Town Clerk can provide the applicant with the names and addresses of abutting owners, where required for the application. The Town Clerk may also direct the applicant to the location of other records located at the Cornwall Town Hall which may be needed to complete the application.

This updated process is effective immediately. The DRB will be updating its procedures and forms to reflect this change.