

## PLANNING TIPS FOR MEETING WITH THE DEVELOPMENT REVIEW BOARD (DRB)

1. Applicants are advised that this is generally a 2-3 month process and should plan accordingly
  - See the Zoning Administrative (ZA) early to review the details and get a good head start
  - No applications will be submitted to the DRB until it has been reviewed, all documentation has been submitted, the appropriate fee is paid and is considered complete by the ZA
  - State Statute requires a 15 day notification period for any hearing going before the DRB
  - The DRB meets twice a month ( 2<sup>nd</sup> and 4<sup>th</sup> Monday evenings at 6:00pm)
  - The agendas are generally reserved a month in advance
  - Unless an applicant is extremely organized, most hearings take at least two meetings
  - After the hearing is closed, the DRB has 45 days to publish their Findings of Facts & Conclusions/Order
  - Once the DRB has issued their decision, there is a 30 day appeal period, during which all abutters or interested parties may appeal the decision
2. All applicants should review the appropriate sections of the Chester Unified Development By-Laws for more specifications depending on their project. The ZA will be pleased to point out the pertinent sections.
3. In addition to the local permits, there are State permits as well, which the ZA will provide more details on. This begins with the Vermont Project Review Sheet.
4. We suggest that you make an appointment with the Zoning Administrator on Tuesdays to review all necessary paperwork, and how the public hearing before the DRB works.

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