

Permit & License Application Process

1

Customer receives application, Bill of Rights,

2

Customer submits complete Application and

3

Staff reviews for initial completeness and

4a

Town accepts application & provides Substantive Review with-

4b

Town rejects incomplete application within Completeness Review time frame—notice of deficiencies

5a

Town approves application and issues electronic or written

5a

Town denies application OR mutually agree to subsequent re-submittal(s). All subsequent reviews

6

Town issues a written or electronic notice granting or denying a license to applicant. If denied, written notice shall include justification for denial with specific references and an explanation of applicants right to appeal the denial including deadline to submit protest and contact information for questions on appeal