



Development Review Board

Public Notice Procedure

Applicant/Appellant Responsibility

Questions about these responsibilities should be directed to the Planning and Zoning Administrator (PZA)
zoning@bristolvt.org

Applicants applying for: Conditional Use Review, Variances, Appeals of decisions of the Z.A., Preliminary Plat Review for major subdivisions and Final Plat Review for minor subdivision refer to **Section A** of this document.

Applicants applying for all other types of development review, including Waivers, Site Plan Review, and Downtown Design Review Commission (DDRC) applications refer to **Section B** of this document.

Section A:

Time: Public notice of hearing for this section **shall be given not less than 15 days prior** to the date of the public hearing.

Responsibilities:

- Posting of notice at property (permit poster provided by PZA)
- Written notification to owners of all properties adjoining the property subject to development:
 - o Notifications must include:
 - Description of the proposed project
 - Information about where more information can be found (Zoning Office)
 - Inform recipients that attendance is necessary for any future appeals.
 - o **Must be done via certificate of mailing or hand delivery.**
 - o Certificate of Mailing:
 - Applicants must show compliance by showing a copy of the letter sent, a list of those it was sent to, and the certificate of mailing.
 - The applicant need only demonstrate that letter was sent, not that it was received.
 - o Hand Delivery:
 - Applicants must show compliance by showing a copy of the letter sent, a list of those it was sent to, and signed receipts of hand delivery.
- Attendance at hearing date and time.

Section B:

Time: Public notice of meeting for this section **shall be given not less than 7 days prior** to the date of the meeting.

Responsibility:

- Posting of notice at property (permit poster provided by ZA)
- Written notification to owners of all properties adjoining the property subject to development.
 - o Notifications must include:
 - Description of the proposed project
 - Information about where more information can be found. (Zoning Office)
 - Inform recipients that attendance is necessary for any future appeals.
 - o **Must be done via certificate of mailing or hand delivery.**
 - o Certificate of Mailing:
 - Applicants must show compliance by showing a copy of the letter sent, a list of those it was sent to, and the certificate of mailing.
 - The applicant need only demonstrate that letter was sent, not that it was received.
 - o Hand Delivery:
 - Applicants must show compliance by showing a copy of the letter sent, a list of those it was sent to, and signed receipts of hand delivery.
- Attendance at meeting date and time.

Certificate of Mailing:

- A certificate of mailing is the official receipt from the United States Postal Service that confirms the date your mail was accepted for delivery.
- **USPS forms:** (PDF versions available on Town website under Planning and Zoning)
 - o PS 3665 – multiple recipients
 - o PS 3817 - individual recipient