

What is needed in Dublin

| <i>Prior To:</i> | <i>The Process: (include payment of appropriate fees)</i> | <i>What approval is needed & who grants it:</i> |
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| Any Activity that is not allowed under Dublin's Ordinance | <p>**Get Routing Slip from Code Enforcement Officer & **Variance Application **<i>Notification & Public Hearing</i></p> | <p>**Variance from **Zoning Board of Adjustment</p> |
| Any Activity that is allowed in the Dublin Ordinance as a Special Exception | <p>**Get Routing Slip from Code Enforcement Officer & File **Special Exception Application **<i>Notification and Public Hearing</i></p> | <p>**Special Exception from **Zoning Board of Adjustment</p> |
| Disagree with any decision by the Code Enforcement Officer, Selectmen, Planning Board about Dublin Ordinance(except on whether or not to enforce) | <p>**File Appeal from Administrative Decision Application **<i>Notify official(s) and public hearing</i></p> | <p>**Final ruling from **Zoning Board of Adjustment</p> |
| Built within setbacks or in wetland buffer zone | <p>**File Waiver of Dimensional Requirements Application **<i>Notification and Public Hearing</i></p> | <p>**Waiver of Dimensional Requirements from **Zoning Board of Adjustment</p> |

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| Subdividing property that creates more than three new lots | **Get routing slip from Code Enforcement Officer & **File Major Subdivision Application with Checklist ** Notification and Public Hearing | **Major Sub-division Approval from **Planning Board |
| Subdividing property that creates three or fewer lots | **Get routing slip from Code Enforcement Officer & File **Minor Subdivision Application with Checklist ** Notification and Public Hearing | **Minor Sub-division Approval from **Planning Board |
| Changing the Use of a Property to a Non-Residential Use | **Get routing slip from Code Enforcement Officer & File **Site Plan Review Application ** Notification and Public Hearing | **Site Plan Review Approval from **Planning Board |
| Changing the Lot Lines between properties but not creating a new lot(s) | File ** Lot Line Adjustment Application ** Notification and Public Hearing | **Lot Line Adjustment Approval from **Planning Board ** File plan on mylar with Registry |
| Combining Multiple Properties into one | File **Voluntary Merger Application | **Voluntary Merger approval from **Planning Board ** Notification to Registry |
| Adding a driveway or Changing your driveway | Read Driveway Ordinance & File **Driveway Application | **Driveway Approval from Planning Board |
| Putting up a new sign or enlarging an old one | File **Sign Application | **Sign Application Approval from Planning Board |

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| Project that encroaches the 100 foot wetland buffer zone | Request a Waiver from the Planning Board & <i>Planning Board will notify the Conservation Commission</i> | **Waiver from Planning Board |
| Excavating Soil or Gravel for sale | File Excavation Application **Notification and Public Hearing | **Excavation Approval from Planning Board |
| Erect a Telecommunications tower | File **Telecommunications Conditional Use Application **Notification and Public Hearing | **Telecommunications Conditional Use Permit from Planning Board |
| Cutting trees along a Scenic Road | File **Scenic Road Hearing Application | **Approval from Planning Board |
| Build a commercial Solar Energy System or other energy producing system | File **Alternate Energy Application | **Approval from Planning Board |
| Erect a new building over 200 square feet or demolish an old one | File **Building Permit with Code Enforcement Officer & <i>Electrical & Plumbing & and Furnace Permits (as needed)</i> | **Occupancy Permit from Code Enforcement Officer & **Fire Chief (as needed) |
| Making Renovations to a building other than regular maintenance | File **Building Permit with Code Enforcement Officer & <i>**Electrical and Plumbing permits (as needed)</i> | **Approval from Code Enforcement Officer |
| Moving or Removing a stone wall | File **Stone Wall Application | **Approval from the Selectmen |

Note:

****Notification includes certified letter to all abutters, publication in a local newspaper, notices posted at town hall, Post Office, town website, and General Store**