



**Town of Berlin, Vermont
Zoning Administrator's Office**

**Development Review Board (DRB) 2016
Schedule for Permits Requiring Public Hearing**

In order to provide for timely legal notices, all applications which require a public hearing before the DRB are to follow the schedule below:

<u>Application Due (Monday)</u>	<u>Warning Notices Posted (Friday)</u>	<u>Meeting Date (Tuesday)</u>
December 28, 2015	January 01, 2016	January 19, 2016
January 11, 2016	January 15, 2016	February 02, 2016
January 25, 2016	January 29, 2016	February 16, 2016
February 08, 2016	February 12, 2016	March 01, 2016
February 22, 2016	February 26, 2016	March 15, 2016
March 14, 2016	March 18, 2016	April 05, 2016
March 28, 2016	April 01, 2016	April 19, 2016
April 11, 2016	April 15, 2016	May 03, 2016
April 25, 2016	April 29, 2016	May 17, 2016
May 16, 2016	May 20, 2016	June 07, 2016
May 30, 2016	June 03, 2016	June 21, 2016
June 13, 2016	June 17, 2016	July 05, 2016

*Applications must be accepted, logged, and deemed **complete** by the Zoning Administrator and DRB Chair no later than **2pm** on the application due date, including payment of all applicable fees.

*An application will not be deemed complete unless **all** requirements for DRB action have been **submitted**. For instance, where applicable, property owner's signature (or their authorized agent), impact letters (which take an additional 30 days), road access approval, VTTrans Letters of Intent, and sewage disposal plan approval must be procured before an application will be deemed complete.

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