



The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING & ECONOMIC DEVELOPMENT
PERMIT REGULATORY OFFICE
ONE ASHBURTON PLACE · ROOM 2101 · BOSTON, MA 02108
 TELEPHONE: 617-788-3610 · FAX: 617-788-3605
 Internet: <http://mass.gov/mpro>

CHARLES D. BAKER
GOVERNOR

JAY ASH
SECRETARY OF HOUSING & ECONOMIC
DEVELOPMENT

KARYN E. POLITO
LIEUTENANT GOVERNOR

MUNICIPAL SELF-ASSESSMENT CHECKLIST

TONIA SCALCIONE
PERMIT OMBUDSMAN

Please refer to *A Best Practices Model for Streamlined Local Permitting* manual in order to complete this checklist. Please check below if your community has in place or is planning to put in place each of the best practices listed below. Please note that this checklist refers to your community's overall permitting practices and is not specific to the Chapter 43D sites. If the strategy is neither in place nor planned, please leave blank.

Community:	Date:		
Contact:	Email:		
Improving Communication with Permit Applicants	In Place	Planned	
Single Point of Contact			
User's Guide to Local Permitting			
Permitting Flow Charts and Checklists			
Clear Submittal Requirements			
Concurrent Applications			
Combined Public Hearings			
Pre-Application Process			
Project Technical Review Team			
Regularly Scheduled Inter-Departmental Meetings			
Physical Proximity to Professional Staff			
Development Agreements			
Encourage the Use of Third-Party Consultants			
Standardizing the Permitting Process			
Predictable Impact Fees			
Objective Criteria for Special Permits, Of-Right Zoning, & Master Plans			
Effective Use of Site Plan Approval			
Two-Tier Assessment Process			
Delegating Minor Decisions to Staff			
Uniform Timelines, Notifications, and Appeals			
Resources for Improving Local Permitting Performance			
Adequate Staffing			
Create a Culture of Training			
Maximize the Municipal Website			
Electronic Permit Tracking Systems			
Create an Electronic Filing Process for Permit Applicants			
Planning			
Selecting Preferred Sites for Commercial or Industrial Development			
Designating Priority Development Sites Under Chapter 43D			
Pre-Permitting for Selected Sites			