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MUNICIPAL SELF-ASSESSMENT CHECKLIST

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		