


Statewide Expedited Permitting Project

List of Examples Collected as of 8/24/07

*Note this is not meant to be a complete list of all town's guidebooks and checklists, just what I was able to collect so far.

PERMITTING GUIDES						
Municipality	Category	Title	Comments	Dated	Pages	on website?
North Adams	small	Permitting Guide	Typical sections included: department and board descriptions and contact info, permits list, licenses list, time frames, and penalties.	n	7	y
Hingham	small	Permitting Guide	On website (Building Department page)- includes links to forms, department and board responsibility descriptions re: permits (links to dept & board web pages).	n	3	y
	small	Board of Appeals Guide (to Zoning Terms and the Hearing Process)	On website (BOA page)- includes hearing schedule, deadlines, "to do" list, contact info.	n	2	y
Cambridge	large	Zoning Guide: A User Guide to the City of Cambridge Zoning Ordinance	Gives an overview of the Cambridge zoning ordinance. Includes flow charts on special permits, variance, and zoning amendments	2004	18	y
	large	Step by Step Guide to Building Permits (with Certificate of Occupancy Procedure)	"This brochure explains who needs a building permit and how to apply for one." - includes steps in applying for a building permit, FAQs, contact information.	2002	8	y
Burlington		Building Development Process	Steps for submitting building permit application, and process, list of other permits, FAQs	n	11	
Northborough 	medium	Development Guidebook	Intro- explains purpose & pre-meetings Departments section: (each dept/board listed) Lists permits issued, time frames, process, fee schedule Matrix of permits & Boards	2006	49	y


			Flowcharts- reg, subdiv, SP, variance List of Federal & state permits (probably easy to update)			
East Longmeadow	small	Development Guidebook	Lists step 1 & 2, dept contact info and permits issued. No flow charts or matrix	n	9	y
Douglas	medium	Development Guidebook: A Guide to Douglas' Development and Permitting Processes	Almost exactly the same as Northborough Guide (contains same sections)	1997	28	
Pittsfield	medium/large	Permitting Guidebook	I. Purpose II. City Departments and Functions (links to dept websites) III. Determining what Permits are required IV. Pittsfield Permitting Procedures-Step-by-step	2007	25	y
Sherborn	small	Permitting Procedures Manual	i. Introduction/Initial Contacts ii. Step One — Gather Information (list of depts/boards and contact info) iii. Step Two — Determine Permits/Approvals Needed iv. Step Three — Obtain Permits (Note: very texty, but a couple flowcharts and a matrix)	2004	18	y
Salem	large	A Guide to Starting or Growing your Business	Permitting related sections:- Licensing and Permitting Steps - Permitting Checklist provides a comprehensive listing of all the permits and licenses you might need, with the Departments and the fees associated with those permits. - City of Salem Contacts (and FAQs) - State and Federal Contacts	2007	71	y
North Reading	medium	Wading through the Permitting Process: North Reading's Real Estate Development Guide	The People (12 pages, contact info, texty) The Permits The Process	2005	40ish	y
Charlton	small	Permitting Guidebook	same format as Northborough, however, the guide is divided up into each board/dept on its own plus a separate intro and appendix on website	2005		y
Bellingham		Development Handbook	The Players (texty, no flowcharts/matrix) The Planning Board Process Forms	2007	58	
Ipswich	small	Development Guidebook: A Citizens Guide to the Development Project Review and Approval Process	Permit Possibilities (lists details of each permit) People and Process (lists each board/dept and process for permits under them) Includes timelines and FAQs (texty)	1999	29	

Other towns referred but could not find the examples online: Sutton, Westford,

CHECKLISTS			
Municipality		Title	Comments

Hingham		ANR Application Checklist	Should this be included its just a checklist of what needs to accompany an ANR application?
		Conservation Commission: Notice of Intent	
		Conservation Commission: Certificate Of Compliance	
Pittsfield		Determining what permits are needed	in Guide p.5, not set up as checklist currently
★ Salem		ZBA	begins page 10 of Guide- goes through list of questions to determine whether that type of permit/approval is needed
		Signage	
		Planning Board	
		Historical Commission	
		Conservation Commission	
		Building permits	
		Permitting checklist	Lists all types of permits, check off whether you need the permit, have the permit and the fee amount for each permit
Ipswich		Site Plan Review Checklist	Lists details needed on site plans submitted. Not in currently checklist format (also one for definitive subdivision plan approval)

FLOWCHARTS			
<i>Municipality</i>		<i>Title</i>	<i>Comments</i>
★ Northborough		Project Review & Approval Process	in Guide
		Subdivision Approval Process	
		Special Permit Process	
		Variance Process	
Douglas		Appeals process	in Guide (Guide also includes the flowcharts that Northborough included)
Pittsfield		Special Permit	in Guide
		ANR	
		Subdivision Approval Process	
Sherborn		New House or Addition	in Guide
		New or Expanded Business or Change of Use	
North Reading		Project Review & Approval	together in one document on website
		Subdivision Approval	
		Special Permit	
Wellsley		Construction Project Approval Procedure- Projects of Significant Impact (over 10,000 sf ft)	
Berkshire RPC		Special Permits- Massachusetts General Laws, Ch. 40A	Timeline of Special Permit process according to MGL Ch. 40A

MATRIX			
<i>Municipality</i>		<i>Title</i>	<i>Comments</i>
Northborough		Permit Matrix	Lists all boards/depts across the top and all permits down the side (in Guide)
Douglas		Summary of Permits and Regulations	page 24 of Guide. Across top: permits, permit type, and regulations. Down side: list of boards
Pittsfield 		Table of Permits, forms, & instructions	Lists all permits across the top, types of projects down the side, with links to application forms and instructions from each cell!
Sherborn		List of Development related town permits	page 13 of Guide. Across top: permit, needed for, comments. Down side: list of boards and depts

(The following websites contain a great deal of info on permitting and could be models for other communities. Some of the information on the websites is also on the lists above.)

WEBSITES			
<i>Municipality</i>		<i>Website address</i>	<i>Comments</i>
Hingham		www.hingham-ma.com	The Building Department has a "Permit Guide" on its page; the ZBA has a Board of Appeals Guide on its page; the Conservation Commission has Checklists for Cert of Occupancy and for Submitting an NOI; there is also a link to most of the forms on a "Documents and Forms" page.
	small		
Pittsfield		http://www.pittsfield-ma.org/subpage.asp?ID=513	Little bit difficult to find from city home page but lots of great info when you get there including the Guide and Matrix and links to all forms and application materials.
	large		
North Reading		http://www.northreadingma.gov/Pages/NReadingMA_CommPlan/permitguide/index	
	medium		

Note: Grades are totally subjective (to be removed for final version) just meant to be a reminder of what examples to go back to.

Category- is a general measure of what sized community this example might be good for based on the amount of permitting activity happening in a municipality, level of permitting capacity, and number of residents



this means its an exceptional example, should be considered a model