

## WILLISTON PERMITTING PROCESS

The following is intended to provide a brief summary and description of the steps in the process of obtaining a permit to develop land in Williston, and is based on the requirements of the Williston *Unified Development Bylaw*. This process is for all development in Williston that is not specifically exempted by the town's bylaws. The steps outlines below must be followed sequentially (one after the other), and an applicant cannot skip over any steps or proceed to the next without fulfilling all of the requirements of the previous step.

Permit Type	Residential Developments	Non Residential Developments
<b>Pre-Application</b>	<ul style="list-style-type: none"> <li>• Required for all residential subdivisions.</li> <li>• Involves a public hearing before the Development Review Board (DRB).</li> <li>• This is a discussion about the overall concept of the development. The applicant may be asked to consider alternative design options.</li> <li>• Formal engineering not typically required.</li> <li>• For complex projects, this stage may require multiple hearings before moving to the next step.</li> </ul>	<ul style="list-style-type: none"> <li>• Required for <u>most</u> development proposals.</li> <li>• Involves a public hearing before the Development Review Board (DRB).</li> <li>• This is a discussion about the overall concept of the development. The applicant may be asked to consider alternative design options.</li> <li>• Formal engineering not typically required.</li> <li>• For complex projects, this stage may require multiple hearings before moving to the next step.</li> </ul>
<b>Growth Management</b>	<ul style="list-style-type: none"> <li>• Required for all residential subdivisions.</li> <li>• Involves a public hearing before the DRB conducted only once each year.</li> <li>• Projects are rated and evaluated against adopted criteria.</li> <li>• Growth management is competitive and not all projects receive allocation.</li> </ul>	<ul style="list-style-type: none"> <li>• Not required for non-residential projects.</li> <li>• Proceed to Discretionary Permit stage.</li> </ul>
<b>Discretionary Permit</b>	<ul style="list-style-type: none"> <li>• Required for all residential subdivisions.</li> <li>• Involves a public hearing before the DRB.</li> <li>• Detailed plans, drawings and studies are required.</li> <li>• This is the stage when projects are formally approved or denied and conditions of approval imposed.</li> </ul>	<ul style="list-style-type: none"> <li>• Required for all developments.</li> <li>• Involves a public hearing before the DRB.</li> <li>• Detailed plans, drawings and studies are required.</li> <li>• This is the stage when projects are formally approved or denied and conditions of approval imposed.</li> </ul>
<b>Finals Plans</b>	<ul style="list-style-type: none"> <li>• Required for all residential subdivisions.</li> <li>• Final Plans must be signed by either the Chair of the DRB or by the Administrator (staff) when authorized by the DRB.</li> <li>• Final Plans must incorporate all changes and conditions required by the DRB in the Discretionary Permit approval.</li> <li>• Record mylar within 180 days of Final Plans signing.</li> </ul>	<ul style="list-style-type: none"> <li>• Required for all developments.</li> <li>• Final Plans must be signed by either the Chair of the DRB or by the Administrator (staff) when authorized by the DRB.</li> <li>• Final Plans must incorporate all changes and conditions required by the DRB in the Discretionary Permit approval.</li> <li>• Record mylar within 180 days (for subdivisions).</li> </ul>
<b>Administrative Permit</b>	<ul style="list-style-type: none"> <li>• Required prior to starting any actual work on the site or construction activity.</li> <li>• Multiple permits may be required depending on the nature of the project.</li> </ul>	<ul style="list-style-type: none"> <li>• Required prior to starting any actual work on the site or construction activity.</li> <li>• Multiple permits may be required depending on the nature of the project.</li> </ul>