

# Permitting Guide



## Important names and numbers

### Joe Kent

Building Inspector, Zoning Officer,  
Liaison to the Zoning Board  
781-784-1525x10

### Gregory Meister

Conservation Commission  
Administrator  
781-784-1511

### Linda Rosen

Board of Health Administrator  
781-784-1500 x206

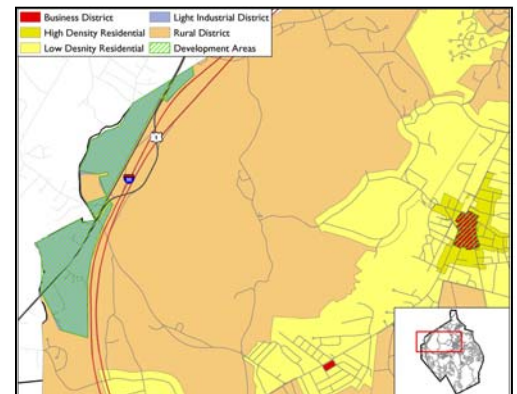
### Peter O'Cain, P.E.

Town Engineer, Liaison to the  
Planning Board  
781-784-1525 x16

## Purpose of this guide

Welcome to Sharon, Massachusetts! Located 25 miles from both Boston and Providence, Sharon has two primary business districts, which, combined with Sharon's expedited permitting process, are ideal for new developments and major renovating projects alike.

This guide is intended to illustrate the entire permitting process and point you in the proper direction. For each step of the process, the reader is referred to key contacts in various departments who will provide specific guidance on what each step entails. The following pages outline the entire permitting process, which can be completed in less than 180 days in certain areas. Additional pages show the more detailed sections of the overall process, the subdivision and variance processes.



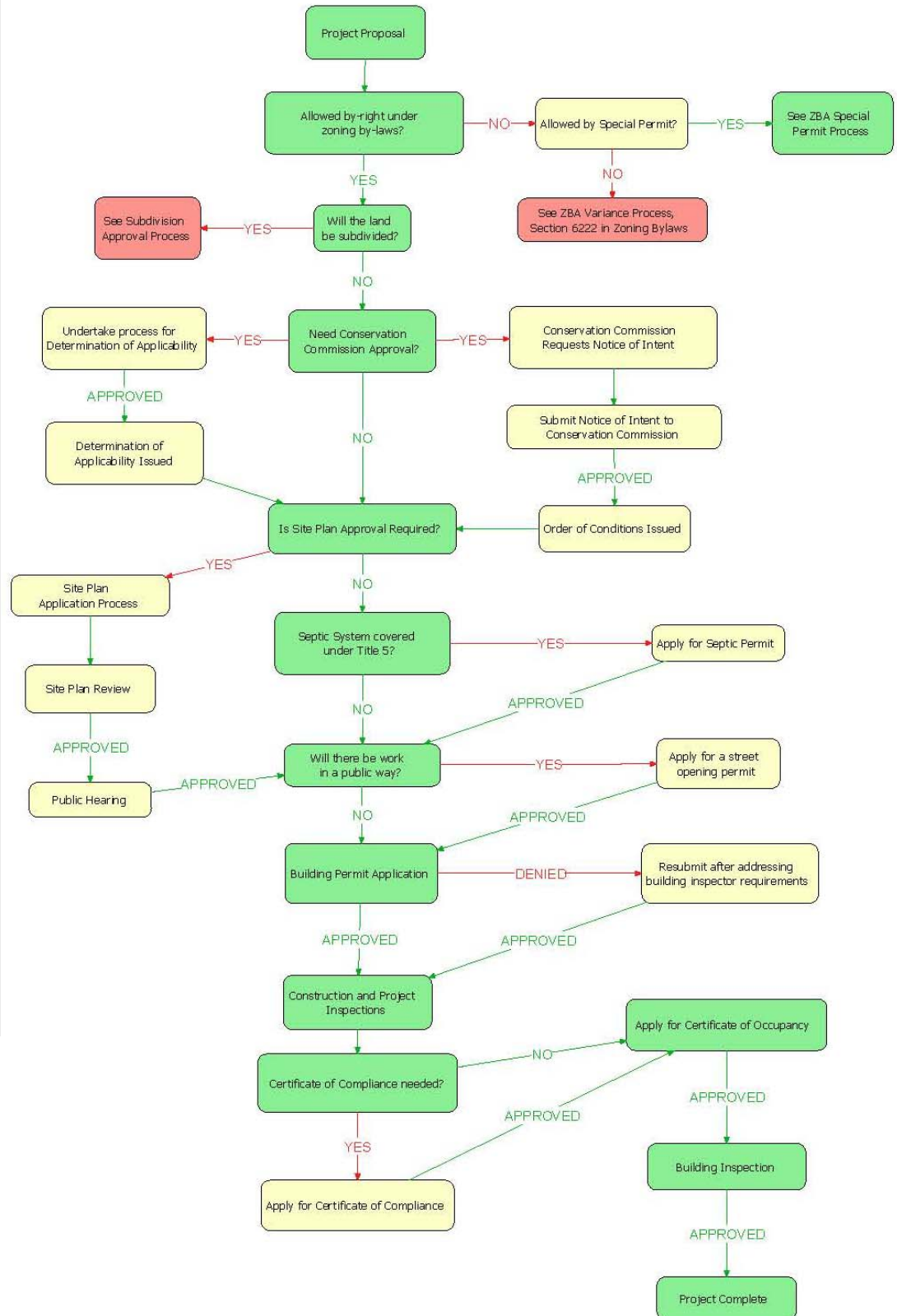
Developed by Larry Koff & Associates, 2009



Town of Sharon, Massachusetts

# Process Overview

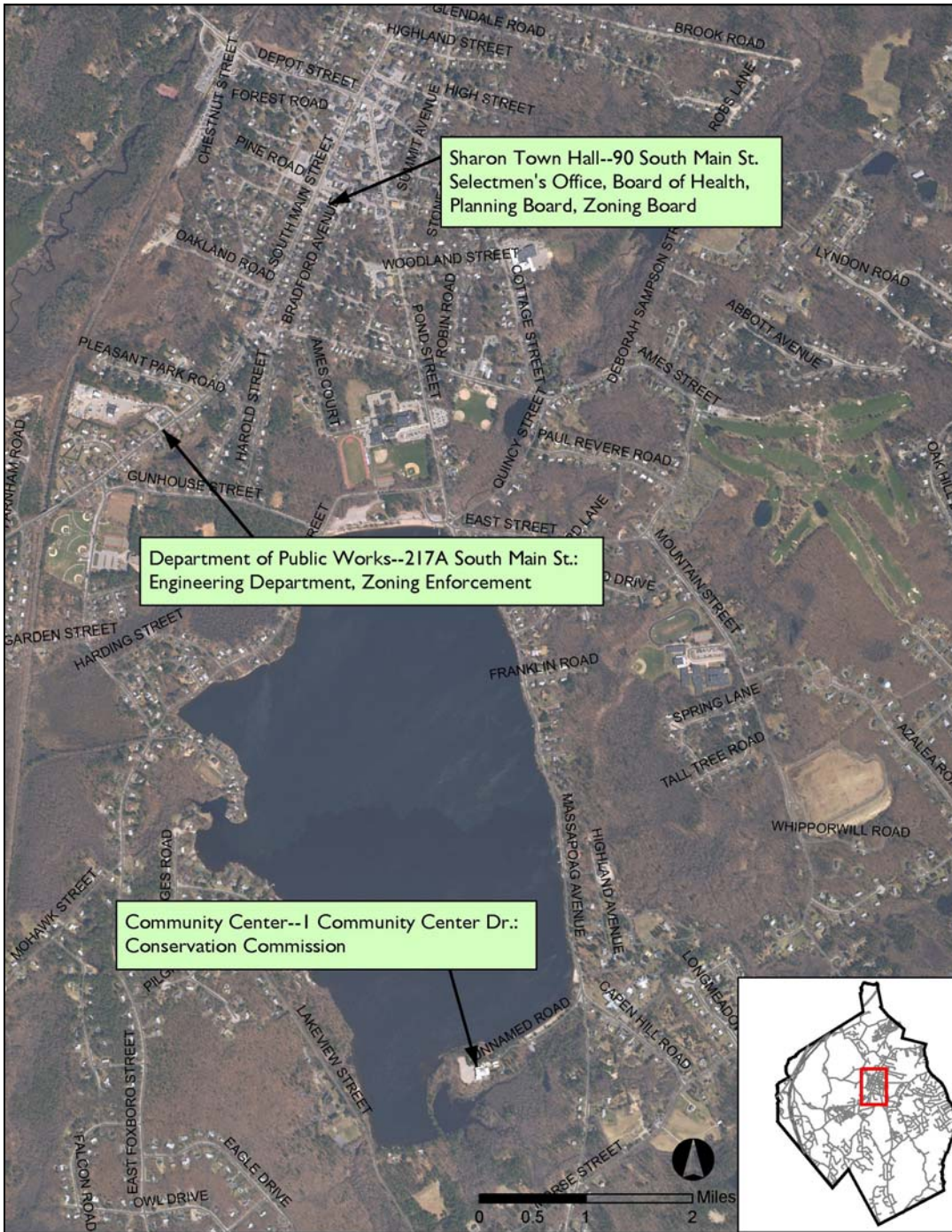
As seen in this flow chart, the process can have as few as 13 steps or as many as 27, depending on what permits are required and the nature of the project. Regardless of the project size and scope, the process will always begin with a project proposal and a meeting with Joe Kent. Keep in mind that certain projects require additional steps not seen here. For example, a subdivision must undertake the subdivision process, which has more than a dozen steps on its own, before completing this process. See the following pages for information on the subdivision and variance processes.



When viewing the flow chart, the most direct path between project proposal and project completion is symbolized by green. If the process leads to a pink box, this means another process must be accomplished before returning to this one. Additionally, even the steps in green require additional

# Practical Information

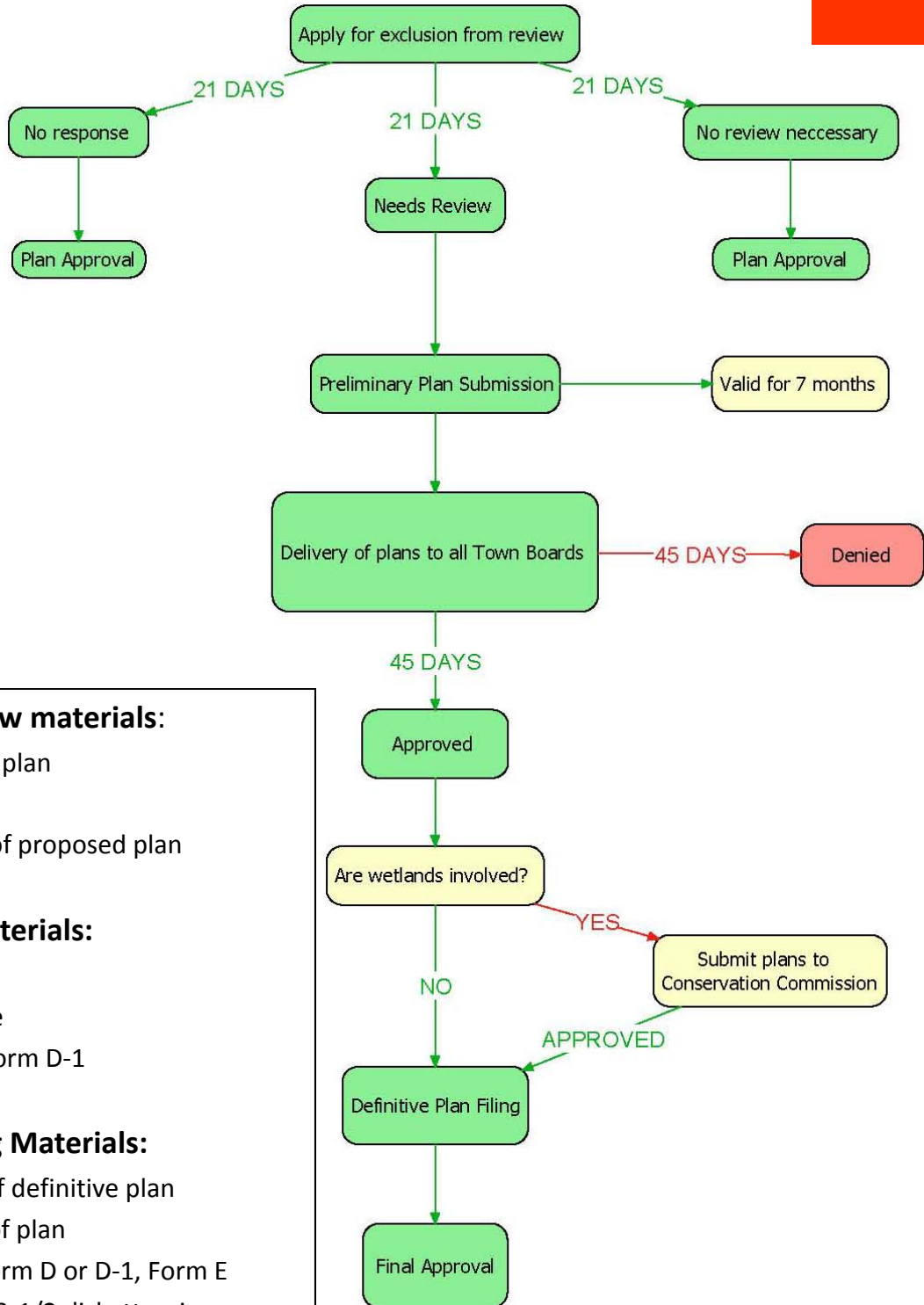
Throughout the development permitting process, the applicant will need to be in contact with numerous Town departments and officials. Following is a reference map to the location of Town departments applicable Town contact for the majority of the development process steps.



- Joe Kent:**
  - Project Proposal
  - Zoning By-Laws
  - Certificate of Occupancy
  - Site Plan Approval
  - Building Permit
- Gregory Meister:**
  - Project Proposal
  - Conservation Commission Approval
  - Certificate of Compliance
- Linda Rosen:**
  - Septic System
- Peter O’Cain, P.E:**
  - Street Opening Permit
  - Subdivision

# Subdivision Approval Process

The Subdivision Approval process is a subset of the overall permitting process (this packet's first flow chart). After completing this process, the developer would need to continue the overall approval process.



## Exclusion from review materials:

- 2 contact prints of plan
- 2 copies of Form A
- 1 electronic copy of proposed plan

## Preliminary Plan Materials:

- 12 prints of plan
- Minimum filing fee
- Form B, Form D, Form D-1

## Definitive Plan Filing Materials:

- Original drawing of definitive plan
- 12 contact prints of plan
- Form L, Form C, Form D or D-1, Form E
- Definitive Plan on 3-1/2 diskettes in DXF/DWG format to the Town Engineer

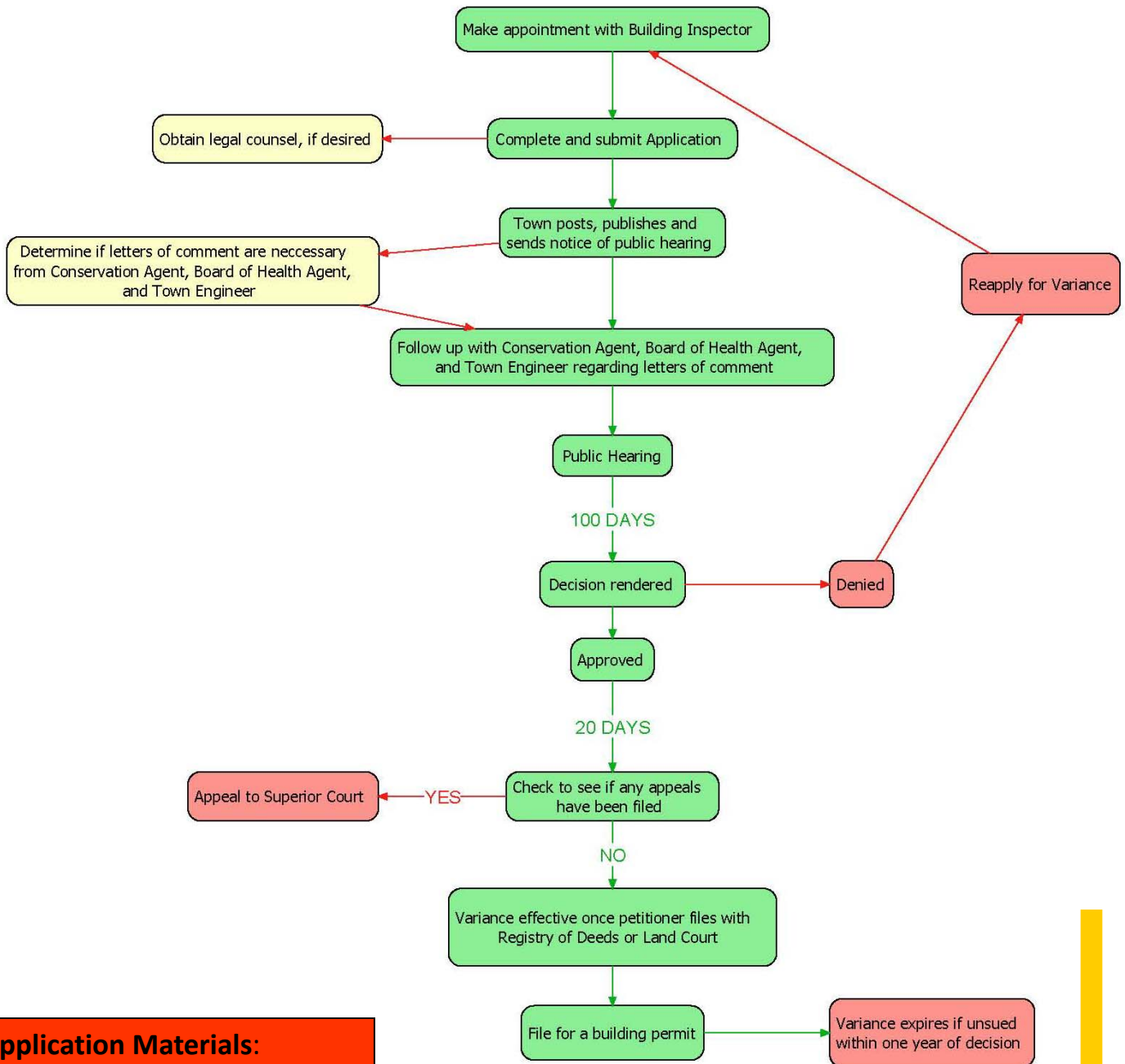
## Definitive Plan Filing

- File a notice with the Town Clerk stating the date of submission to the Board for approval
- Completed Form C

For more information on the Subdivision Approval Process, please see the Land Subdivision Rules and Regulations, which can be found on the Town's website on the Public Works Department page, under "Forms and Regulations," listed as "Planning Board Regulations."

# Variance Process

For additional information on the variance process please see Sec. 6222 of the Town's Zoning Bylaw



## Application Materials:

- Building plans
- Plot plan
- A copy of a certified list of abutters
- 6 copies of the entire package