

December 1, 2008

TOWN OF TRURO



Permitting Procedures Handout



Purpose

In recognition of the need to protect the health, welfare, safety, environmental concerns and esthetics of our community, Truro has adopted and implemented zoning bylaws, subdivision rules and regulations, site plan rules and regulations, health rules and regulations, licensing and Selectmen Policy Memorandums. The local rules and regulations are based on state laws that generally set parameters or minimums and then allow individual cities and towns the discretion to vary these to suit local conditions and objectives. One exception is the Building Code, which is the same throughout the State, but local governments are required to administer and enforce it. Some of the boards, commissions and departments charged with adopting and/or enforcing these rules and regulations are the Planning Board, Conservation Commission, Board of Health, Building Department, Licensing, Historical Review Board, Board of Selectmen and Zoning Board of Appeals.

This handout is intended to generally identify the permits that the Town of Truro uses to approve projects. It is an attempt to highlight the planning necessary, the permitting required and the options available to individuals and developers who wish to consider a project within the Town. Proper planning will increase the likelihood that your project and design will be accepted, and reduce the risk of having to make significant, expensive, and time-consuming changes. The goal and purpose of this handout is to familiarize you with the processes and permits required to build or develop property in the Town of Truro so that the timeline for project development can be understood and streamlined. It is not intended to replace the more specific rules and regulations that each Board, Commission or Department is charged with promulgating and enforcing.

Notice

It is extremely important that you become familiar with the by-laws and the rules and regulations pertinent to your building or development project at the outset

Introduction/Initial Contacts

In general, if your project involves a new building or addition on an existing lot, or a new or expanded commercial facility or a change of use, then the Building Department should be your first point of contact. If your project includes the subdivision of land, you should contact the Assistant Town Administrator/Planner first. In most cases, one or more other Boards, Commissions or Departments, including Board of Health, Conservation Commission, Board of Appeals, Historical Review Board, and Board of Selectmen will also need to be involved. If you wish to research the rules and regulations on your own prior to beginning the permitting process, documents that you may find useful include the Zoning Bylaws and Sign Codes and Zoning Map, Planning Board Subdivision Rules and Regulations, Board of Health Regulations, the Wetlands Protection Act, General By-laws and the Board of Selectmen Policy Memorandums.

Some of the factors you will need to consider include the existing zoning (which regulates the allowed uses, locations of buildings and other matters); impacts on wetlands, floodplains or streams; water supply and waste disposal; parking and traffic impacts; drainage and lighting. There are also requirements for minimizing temporary impacts during construction. This handout offers a quick guide to the processes you need to follow and the boards, commissions or departments responsible for each. It is not meant to replace the official (and more detailed) documents mentioned above.

If you are not sure if the work you are planning requires any kind of permit, it is better to check with Town Hall first. The following list presents some, but not all, of the activities that require one or more permits or approvals from a Town Board, Commission or Department:

<i>New Houses</i>	<i>Tennis courts/Swimming pools</i>	<i>Subdividing land</i>
<i>Additions</i>	<i>Tents</i>	<i>Establishing a business</i>
<i>Decks</i>	<i>New roofs</i>	<i>Change of use</i>
<i>Porches</i>	<i>New curb cuts</i>	<i>Altering a business property</i>
<i>Garages</i>	<i>New/replacement wells</i>	<i>New/replacement septic systems</i>
<i>Barns</i>	<i>Wood Stoves/fireplaces</i>	<i>New/replacement Signage</i>
<i>Sheds</i>	<i>Demolitions</i>	<i>Structural changes</i>

In addition, a large area of the Town of Truro falls within the mapped Natural Heritage Priority and Estimated Habitat, Massachusetts Endangered Species Act (MESA) areas. This may result in the need to file with MESA. There are three types of filings: 1) MESA Information Request for rare species information, 2) MESA Project Review, and 3) Application for a Conservation and Management Permit. Please go to www.nhesp.org for more information. This is a State requirement that is enforced by the Division of Fisheries & Wildlife.

Pre-application Discussions

Pre-application discussions with Town Boards and/or their staffs are strongly encouraged. Delays and costly design changes in your project can often be avoided by discussing it with the appropriate entities in advance of doing any work or applying for permits.

Step One – Gather Information

The Town of Truro strongly encourages and welcomes Pre-application reviews for any and all projects. The amount of detail you need varies according to the nature of the project and the types of permits you will need. You may consult with the appropriate boards, commissions or departments to determine the level of detail that will be expected. Statutorily, the Board of Appeals is not available for Pre-application reviews; however, staff can assist you. At a minimum, your plans should show a rough layout and access to the lot as well as any likely wetlands, streams or flood plains that may be impacted, if available. Obtaining and reviewing the relevant rules and regulations from the pertinent boards, commissions or departments can significantly expedite the development process. At this point, it is not necessary to have a survey or engineered plans. You will receive guidance on the type of information and the level of detail required for your project.

When you know the location and approximate size of your building or development project and the uses contemplated, you should initiate contact with either the Building/Health/Conservation Department, or Assistant Town Administrator/Planner. Either of these will be able to direct you appropriately to the Board of Health, Conservation Commission, Planning Board, Board of Appeals, Historical Review Board, Selectmen, Licensing, DPW, Police Department, or Fire Department as necessary. These Town agencies can tell you if your project seems feasible or what changes you should consider. They will also tell you which permits you are likely to need, roughly how long it will take to get them and whether public hearings will be required.

Helpful Hint

To the extent feasible, you should try to determine which permits or process may be done concurrently and which must be done consecutively. For example, if you are planning an addition that requires a new septic system, you may need a wetlands determination for each. Be sure to request that **ALL ASPECTS** of your project are included in any wetlands determination. Also, do not forget **MESA**.

Step Two – Determine Permits/Approvals Needed

The following is a list and description of the various types of permits and approvals that are issued by the Town and the types of projects that they apply to. The list is meant to be illustrative only. You may need a ruling from the applicable board or commission to determine exactly which permits you need.

List of Development-Related Town Permits

Agency	Permit/Approval	Needed For	Comments
Board of Appeals	Special Permits	Extension, change or alteration of a preexisting nonconforming use or structure.	See Sections 30.7 and 30.8 of the Zoning Bylaws
	Special Use Permits	Certain uses, including Cottage Colony Conversion	See Section 30.2, 40.1 and 40.3. In addition, a site plan review by Planning Board may also be required.
	Variances	Relief from zoning relative to dimensional requirements	Need to demonstrate a hardship directly related to soil, shape or topographical conditions
	Sign	Certain types of signs— Special Permit Sign Code Appeals Board	See the Sign Code, Sections 9 and 10.

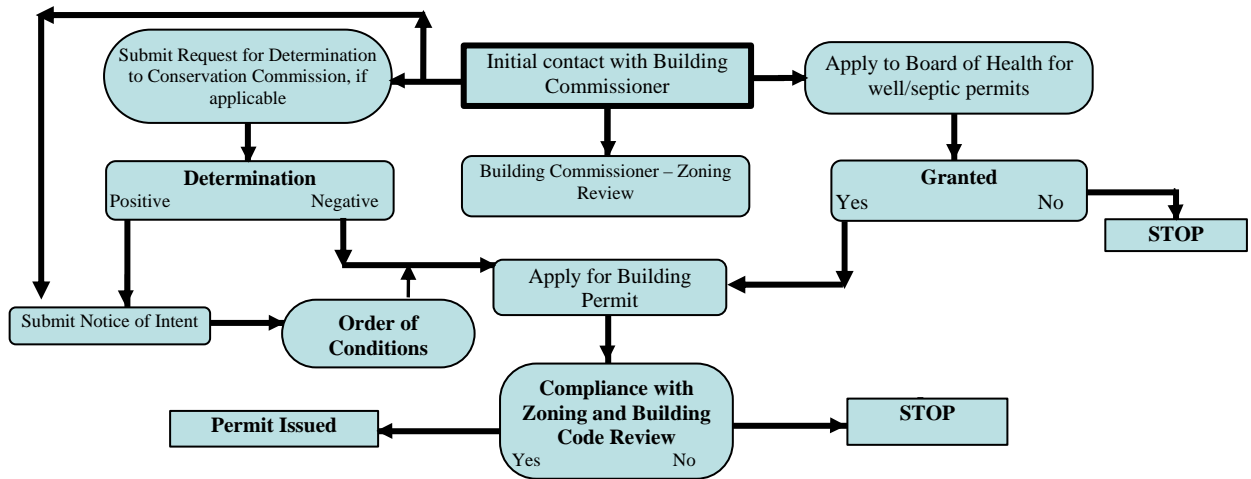
Health Department/Board of Health	Wells	Any new well	Routine and VOC water analysis required for new or replacement well.
	Septic Systems	New or repaired systems	Floor plans are required with all applications
	Percolation and deep hole tests	Septic system application submittals	Maximum allowable perc rate is 20 minutes per inch
	Provincetown Water	New or expanded service	Plan may be required indicating hook up and new service
	Food Establishment Permits	Operation of any business selling food	Annual water test required
	Various Licenses	Bakery, Motel, Ice Cream, Frozen Dessert, Tobacco Sales, Public Swimming Pool	The process begins with Licensing, but the license is issued by the Board of Health
	Work Related Licenses	Disposal Works Installer Septage Hauler	The process begins with Licensing, but the license is issued by the Board of Health
Building Department	Building Permits Or Express Building Permits	Any building or structure, including additions, plus wood burning stoves and certain other facilities. Demolition permits	
	Plumbing, gas and electrical permits	Virtually all wiring, plumbing and gas jobs	Licensed plumber and gas fitter required for pulling permit.
	Enforcement of Zoning By-laws and particular General By-laws		Lighting, House Numbers, Sign Code, etc.
Conservation Commission	Determination of Applicability	To determine whether any wetlands on your property will be impacted by your project.	
	Abbreviated Notice of Resource Area Delineation.	This establishes the extent of wetlands or other protected resources on your property.	This process allows the resources to be identified prior to the design of the project so that the project can be designed to minimize its impact on the resources
	Notice of Intent	Any project that disturbs land within 100 feet of wetlands, or 200 feet of a stream/river	An Order of Conditions is the approval document issued that states mitigating actions that must be done to minimize the impacts of the project.
	Request for Certificate of Compliance	Documentation that Order of Conditions was complied with	This is issued following an inspection after the project is complete
Historical Review Board	Review applications for demolition	For demolition of historically significant structures/buildings	Often referred to as a demolition delay by-law.

Planning Board	Approval Not Required Plan	To create a new lot where there is sufficient frontage on an existing way	
	Subdivision Plans: Preliminary Definitive	Creating new lots by constructing a new road	A preliminary plan is required for commercial property and it is recommended for residential subdivisions
	Site Plan Review	New or expanded commercial/industrial uses, certain residential developments	This assures that parking, drainage. Lighting, etc. are adequate. See §70 of the zoning by-law
	Special Permits	Affordable Rental Dwelling Units, Wind Generators, Communication Structures	See §§40.2, 40.4 and 40.5. Site Plan Review may also be required
Selectmen	Curb Cut Permits	For new curb cut on town or state road	
	Provincetown water line	For new application or expansion of use	Board of Health approval required first.
	Cottage Colony conversion to condominium ownership	Conversion of ownership to condominium form	Selectmen must approve application and enter into covenant
Licensing	Various Licenses	Motel, Cottage Colony, Campground Food Service Transient Vendor Common Victualler Alcoholic Beverages Amusements Lodging House Ice Cream Swimming Pool (public) Gas Station Entertainment Taxicab Use Car Dealers Bakery Hawkers and Peddlers Sightseeing vehicles Tobacco sales permit	The licensed is either issued and signed-off by the Board of Selectmen or the Board of Health

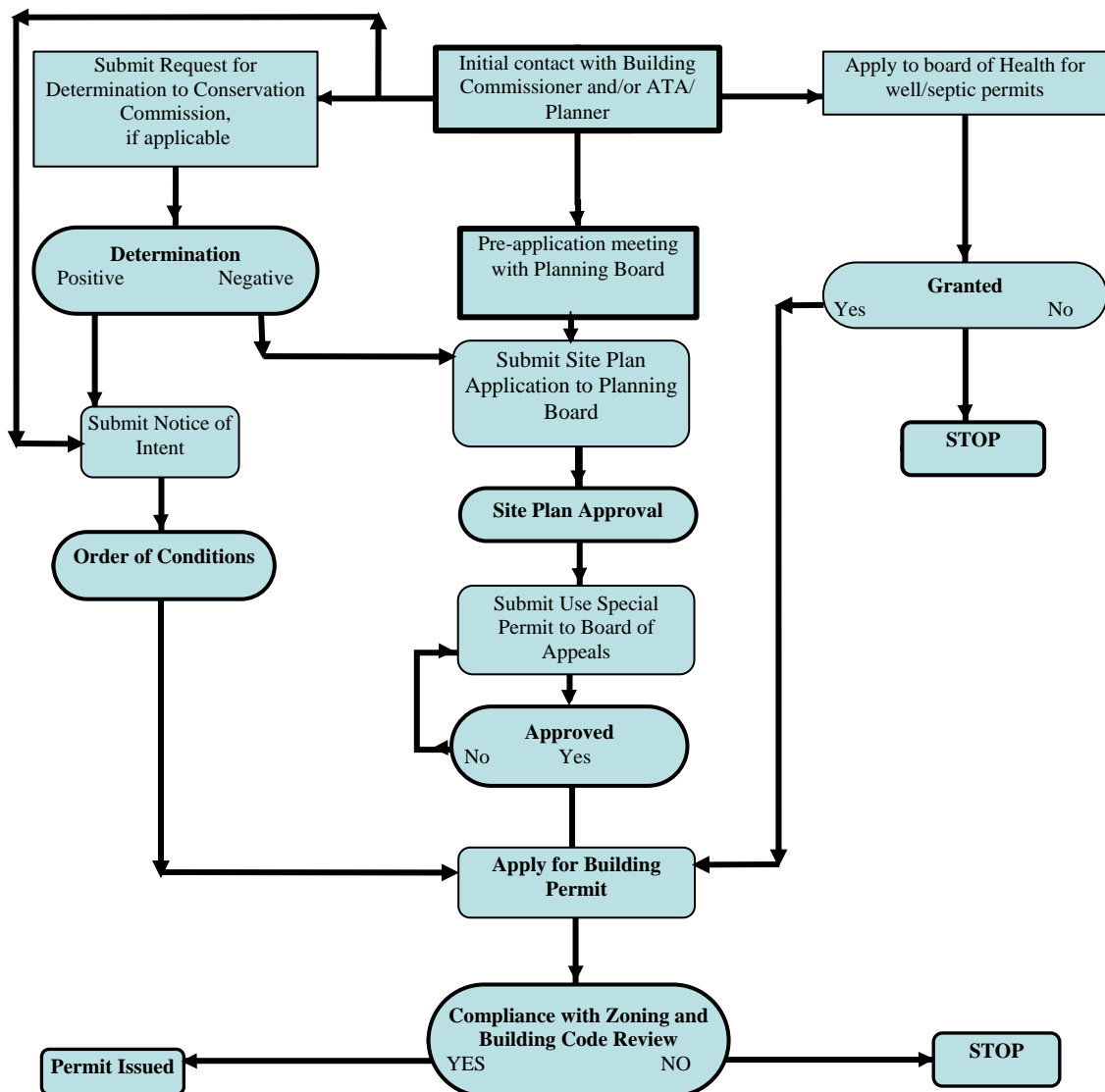
Step Three - Obtain Permits

The following flow charts illustrate the processes required for obtaining approvals for (a) new houses and additions, and; (b) new or expanded businesses or change of use:

NEW HOUSE OR ADDITION ON AN EXISTING LOT



NEW OR EXPANDED BUSINESSES OR CHANGE OF USE



Resources

The following documents contain the specific bylaws, rules and regulations that apply to development projects in Truro. The table below includes information about obtaining paper copies of these documents. Many of these documents are also available on the Town's website at www.truro-ma.gov

Document	Available From	Price
Zoning By-laws	Town Clerk's Office, Building/Health/Conservation	\$7.00
Planning Board Rules and Regulations	Town Clerk's Office Building/Health/Conservation	\$7.00
State Wetlands Regulations	Only on Line or at State Book Store	
Board of Health Regulations	Building/Health/Conservation	\$7.00
General By-laws	Town Clerks Office	

In addition to the above, individual boards, commissions and departments may have additional materials that pertain to specific types of projects.

Telephone Numbers

Board of Appeals	508-349-7004 x-21 & 27
Health/Conservation	508-349-7004 x- 31
Board of Selectmen	508-349-7004 x-10
Building Commissioner	508-349-7004 x- 31
Licensing Agent	508-349-7004 x-10
Planning Board	508-349-7004 x-21 & 27
Town Clerk	508-349-7004 x-13 & 26
Plumbing/Gas Inspector	508-349-7004 x- 31
Electrical Inspector	508-349-7004 x- 31