

STEP 1

Consultation

Schedule a meeting with planning and zoning staff to discuss your proposal. We will help you determine if your project requires review by the Development Review Board (DRB). This is an opportunity to provide informal plans, sketches, and/or concepts for staff feedback as well as to gain a better understanding of the applicable standards in the Westford Land Use & Development Regulations.

STEP 2

Application

Submit an application along with supporting materials and associated fees. Complete applications will then be scheduled for a public hearing. You will receive a staff report the week before the scheduled hearing. You should come to the hearing prepared to address all staff concerns and/or comments.

Hearings are usually scheduled 1-2 months ahead.

STEP 3

Hearing

This is your chance to present your project to the DRB and for neighbors or concerned residents to ask questions and provide any testimony. Note: An application may require more than one hearing if a site visit is scheduled or if the DRB determines additional information is required. Once the DRB has determined that it has all of the necessary information to make a decision, the DRB will close the public hearing. No further testimony will be accepted once the hearing has been closed.

1-2 months after

STEP 4

Decision

Once the hearing has been closed the DRB will deliberate to determine whether or not your application meets the applicable standards as defined in the Westford Land Use & Development Regulations. You will receive a decision within 45 days of the close of the public hearing. The DRB may place conditions of approval on a project, which then must be included as directed.

Up to 45 days.

STEP 5

Appeal Period

A 30-day appeal period begins the date a written decision is issued. An appeal of a DRB decision must be filed with the Environmental Division of the Superior Court. Any interested person, i.e. a person that has participated in the public hearing, has standing to appeal a decision. If a decision is appealed a zoning permit cannot be issued until a ruling is issued by the court.

30 days.

STEP 6

Permit or Plat

Apply for a zoning permit following the appeal period, or in the case of subdivision approvals, file the final plat survey in the Town Land Records.

IMPORTANT - if this is not done your approval may expire!

Most DRB approvals expire after 3 years. Subdivision approvals expire after 180 days if the plat is not recorded.

Development Review Process

Questions?

Contact the Planning & Zoning Department at (802) 878.4587 or planner@westfordvt.us or zoning_admin@westfordvt.us