

Section 4. Permit and Approval Requirements

- 4.1. Authorization Required** No person shall engage in any development, subdivision, or use requiring either a permit or approval from the Code Enforcement Officer, Planning Board or Board of Appeals, as applicable; or expand, change, or replace an existing use or structure; or renew a discontinued non-conforming use without first obtaining the required permit or approval. The following sections outline the permits and/or approvals required for various activities.
- 4.2 Code Enforcement Officer Permits and Approvals** The Code Enforcement Officer shall be the reviewing authority and shall approve, approve with conditions or deny:
- 4.2.1.** Any request for development or use classified in accordance with the provisions of **5.2.2.2** as requiring Code Enforcement Officer review and approval;
 - 4.2.2** Any request for development or use that is not specifically the responsibility of the Planning Board or the Board of Appeals; and
 - 4.2.3** Any other activity where the approval of the Code Enforcement Officer is required by this ordinance.
- 4.3 Planning Board Approvals** The Planning Board shall be the reviewing authority and shall approve, approve with conditions or deny:
- 4.3.1.** Any request for development or use classified in accordance with the provisions of **5.2.2.2** as requiring subdivision review and approval;
 - 4.3.2.** Any request for development or use classified in accordance with the provisions of **5.2.2.2** as requiring mobile home park review and approval;
 - 4.3.3.** Any request for development or use classified in accordance with the provisions of **5.2.2.2** as requiring site plan review and approval;
 - 4.3.4.** Any request for development or use classified in accordance with the provisions of **5.2.2.2** as requiring planning board review and approval;
 - 4.3.5** The construction of any new driveways or roads in the RP District, WRP District or WRP-27 District even if no other Planning Board approval is required;
 - 4.3.6.** The installation of a permanent dock on non-tidal waters (**7.5.17.4.1.7**);
 - 4.3.7** The removal of vegetation in the SO District to stabilize a shoreline (**7.5.17.4.1.10**); and
 - 4.3.8** Any other activity where the approval of the Planning Board is required by this ordinance.
- 4.4 Coordination of Multiple Approvals** When a project or development activity requires that the applicant obtained Town approvals from more than one entity, the following rules shall guide the coordination of the review and approval process:

4.4.1 If the activity requires a variance or other approval from the Board of Appeals, the Planning Board and/or the Code Enforcement Officer shall not approve the activity or issue any permits for the activity until the Board of Appeals has granted the variance or other approval.

4.4.2 If the activity requires the approval of the Planning Board the Code Enforcement Officer shall not approve the activity or issue any permits for the activity until the Planning Board has granted the approval.

4.4.3 If the activity requires multiple permits or approvals from the same entity, the entity may consider the applications for the permits or approvals concurrently.

4.5 Conformance with Conditions of Approval If the Planning Board or Board of Appeals imposes conditions of approval on the approval of an application or the granting of a variance, the Code Enforcement Officer shall be responsible for assuring that the conditions are met. The Code Enforcement Officer may either require that a condition of approval is satisfied prior to the issues of a permit for the activity or may include stipulations or conditions in the permit to assure compliance.

4.6 Coordination with State and/or Federal Approvals If an activity requires an approval or permit from a state or federal agency, no approval by the Planning Board shall occur unless the applicant has obtained the necessary state or federal approval or permit or the approval of the application by the Planning Board is conditioned upon the applicant obtaining the necessary state or federal approval. If the approval by the Planning Board is conditioned on approval by a state or federal agency, the approval by the state or federal agency must be for the specific activities and improvements approved by the Planning Board. The Code Enforcement officer shall not issue a permit for the activity until all necessary state and/or federal permits and approvals have been obtained.