



# TOWN OF CHILMARK, MASSACHUSETTS

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**To:**

Chilmark Board of Selectmen  
Chilmark Board of Health  
Chilmark Conservation Commission  
Chilmark Zoning Board of Appeals  
Chilmark Site Review Committee  
Chilmark Building Inspector

**From:** Chilmark Planning Board

**Date:** July 3, 2012

**Re:** Permitting Process Charts

The Planning Board has developed a series of charts that show the process of acquiring a building permit for a house, as outlined in the town's by-laws. Our initial intent was to clearly understand the process of permitting a residential home in Chilmark, as it is currently allowed, with the hope the charts would illuminate areas that need attention and review. Please note the charts are intended to describe the *typical process* for obtaining a building permit for a primary residence, not a guest house or other accessory structure. We are providing these charts to you in order to gather your valuable input.

There were **four goals** we identified as we developed these charts:

- To create a visual representation of how a residential house is permitted today, from a global (i.e. across multiple boards) perspective.
- To determine whether the permitting process, in any area, needs review.
- To determine where boards/committees interact and in what way.
- To create a roadmap for an applicant who is new to the process of obtaining a building permit for a residential home.

The enclosure includes **six (6) charts**:

- **Residential Permitting Summary**, depicting the relationships and information flows between five town boards, the Martha's Vineyard Commission (since certain residential projects may be referred to the MVC, see website [www.mvcommission.com](http://www.mvcommission.com)) and the building inspector.
- **A: Board of Health (BOH) Permitting Process.**
- **B: Planning Board (PB) Approval Process.**
- **C: Conservation Commission (ConComm) Permit/Determination Process.**
- **D. Site Review Committee Process.**
- **E: Zoning Board of Appeals (ZBA) Special Permit/Variance Process.**

Please review the main summary chart and the chart that pertains to your board/committee. Please identify, if possible, the bylaws and regulations that govern your board's or committee's step-by-step process. In many cases, we have already noted the pertinent bylaws and regulations on the charts. If possible, please confirm these notations are accurate. Further, please consider whether relationships to the other town entities are shown appropriately.

Finally, we invite you to provide any thoughts on ways the by-laws might be changed in order to reflect a more thorough process of permitting.

Please provide comments to us by the end of July. The Planning Board plans to gather comments from each of the boards and to conduct a joint board meeting in the near future.

Thank you,

The Chilmark Planning Board

Janet Weidner, Chair  
Andrew Fischer  
John O. Flender  
Daniel Greenbaum  
Mitchell Posin  
Rich Osnoss  
Catherine Thompson