

## **READ THIS BEFORE MAKING AN APPLICATION TO A TOWN BOARD, COMMITTEE OR DEPARTMENT**

Any project that affects changes in soil or landscape or contemplates construction may require permits from one or more Town of Williamsburg departments, boards or commissions. Most boards and commissions are composed of volunteers, function independently of one another, and meet during evening hours. Approval by one does not indicate that an application and approval of another is necessary before the project may legally proceed.

It is the obligation of the individual to be familiar with the State and Town rules and regulations affecting the proposed project and to make application to each Board, Commission, or Official, as may be applicable.

Town employees and volunteers are available to assist in navigating the process to acquire necessary permits and approvals. The Town website, [www.burgy.org](http://www.burgy.org), should be the first step in understanding the various rules and regulations which may affect your project. The website will direct you to the person or department who can offer assistance.

An example of the multiple applications and permits that may be required is the construction of a driveway. A driveway permit must be obtained from the Highway Department. If the driveway serves more than one principal structure, or does not originate from the parcel's required frontage on a public road, a Special Permit from the Zoning Board of Appeals will be required. The Conservation Commission should be consulted if there is a stream, river, pond or wetlands nearby to determine whether the contemplated work will violate the Wetlands Protection Act. If the removal of a tree near the public road is contemplated, the Shade Tree Committee must be contacted. The Building Inspector, who also serves as the Zoning Enforcement Officer, must issue a building permit if a structure is contemplated. Application forms for the necessary permits are available on the website or at the Town Offices.

**Each of the above Officials and Departments operate independently and approval of one has no affect on the possible need to obtain additional permits or approvals.**