

Natural Resources Board

Land Use Panel

Policy on the Issuance of Land Use Permits, Memoranda of Decision, and Findings of Fact, Conclusions of Law, and Orders

1. The original of any document issued by a District Commission shall be signed by the Chair, or by the District Coordinator in cases where the Commission pursuant to Act 250 Rules delegates to the Coordinator the authority to sign or issue permits, and maintained in the files of the Commission.
2. Electronic and hard copies of documents can be issued by the Commission without the signature of the Chair, using the */s/ signature* convention, as long as the Chair has authorized the document to be issued.
3. The District Office Support Staff shall send a copy of any document to be recorded in the land records to the municipality for recording.

Approved by Land Use Panel May 22, 2007.

Delegation of Authority by District Commissions to Coordinators Pursuant to Act 250 Rules 34(D) and 51(C)

Pursuant to Act 250 Rule 34(D), the District ____ Environmental Commission delegates to _____, Coordinator for the Commission, the authority to issue administrative amendments to Land Use Permits, without notice or hearing, when such amendments are necessary for record-keeping purposes or to provide authorization for minor revisions to permitted projects which raise no likelihood of impacts under 10 V.S.A. §6086(a). This authorization is effective upon signing and expires one year from the date signed.

District ____ Environmental Commission

Dated:

Chair

Member

Member

Pursuant to Act 250 Rule 51(C), the District ____ Environmental Commission delegates to _____, (Assistant) Coordinator for the Commission, the authority to sign minor Land Use Permits which have been approved by the Commission. This authorization is effective upon signing and expires one year from the date signed.

District ____ Environmental Commission

Dated:

Chair

Member

Member

Form approved by Land Use Panel May 22, 2007.