Town of Pembroke Process for Issuing Building Permits on Class VI Roads

Building Dept.
Applicant requests building permit on Class VI road. Building Inspector denies permit in accordance with Zoning Ordinance.

Zoning Board
Applicant files Appeal of Administrative Decision for public hearing with Zoning Board. The applicant MUST demonstrate that the property meets the criteria for a "lot of record" in accordance with the Zoning Ordinance.

Zoning Board Approves
Zoning Board finds that property is a lot of record and overturns Building Inspectors decision.

Zoning Board Denies
Zoning Board finds insufficient evidence that property is a lot of record and upholds Building Inspector's decision. Applicant can request rehearing and, if denied, can appeal to Superior Court.

Board of Selectmen
Applicant files request for building permit in accordance with RSA 674:41 and Town Class VI Roads Policy. Selectmen accept request and solicit comments from…

Fire Department
Police Department
Ambulance
DPW

&

Planning Board
Applicant may choose to attend Planning Board meeting to present request, but is not required to do so.

Board of Selectmen
Selectmen receive all comments and hold a meeting on the building permit request with the applicant.

Board of Selectmen Approve
Selectmen approve authority to issue building permit.

Board of Selectmen Deny
Selectmen deny request for building permit. Applicant can appeal Selectmen's decision to Zoning Board.

Zoning Board
Applicant files an appeal of Selectmen's decision for public hearing under RSA 674:41, II.

Zoning Board Approves
Zoning Board overturns Selectmen denial and approves request for building permit.

Zoning Board Denies
Zoning Board denies applicant's appeal. Applicant can request rehearing and, if denied, can appeal to Superior Court.

Building Dept.
Applicant makes application to Building Inspector for building permit. Applicant must still adhere to any and all relevant ordinances and codes, including but not limited to the Zoning Ordinance, Building Code, Fire Code, Firefighting Water Regulations, Driveway Regulations, and conditions of Selectmen approval.