



A Team Approach

In June of 2007, the City announced a two-stage initiative to streamline the City's permitting process making it clear and accessible, realizing that the permitting process must be open and transparent for citizens, while facilitating business expansion and recruitment. To help accomplish this, a Permitting Task Force was established to serve as "one-stop" shop where applicants may meet with representatives from departments that are relevant to their specific project.

The Permitting Task Force is comprised of a representative from each city department, board and/or commission that is regularly involved in New Bedford's permitting approval process. Task force pre-application meetings encourage proactive planning with applicants and help to ensure that projects move efficiently through the city's permitting process.

The Permitting Task Force is primarily made up of representatives from the following departments, boards and commissions, as your project requires:

- Planning Board
- Zoning Board of Appeals
- Conservation Commission
- Historical Commission
- Traffic Commission
- Building Department/Inspectional Services
- Public Safety
- Department of Public Infrastructure
- Board of Health
- Licensing
- New Bedford Economic Development Council
- Any other board, commission or department as needed

The Permitting Task Force holds weekly meetings for applicants seeking permits, for both small and large projects. These permitting task force meetings ensure that applicants are aware of the permits that they must apply for, in which order they should apply, and what they need to provide to make certain that their application(s) is complete. To set up a task force meeting, please contact the Office of City Planning at 508-979-1488.



Best Practices

Establish Good Communication Early on

We encourage applicants to begin working with us as early as possible in the development of a project to establish good communication with the necessary city agencies to aid you through what can be a complex and unfamiliar process. This is critical to ensure the best means of efficiently and swiftly navigating the permitting process are used for your project.

Create a Permitting Plan

Whether it is a small addition or a large commercial development, using the permitting chart will guide you through the required actions/approvals for a project prior to submitting a formal application.

Utilize the Permitting Task Force for complex development projects

We encourage applicants with a complex development project to attend a pre-application meeting of the Permitting Task Force. This allows for an informal review of a development in its conceptual design stage, identifying potential issues, both for the municipality, the applicant, and impacted stakeholders.

Work with Experienced Professionals

In many cases projects have been delayed due to incomplete or insufficient application materials being submitted. This can become frustrating for the applicant and the agency reviewing the application. It is important for applicant to work with engineers, architects, and planners who have experience with the type of project being proposed and the permitting process.

Submit a complete application

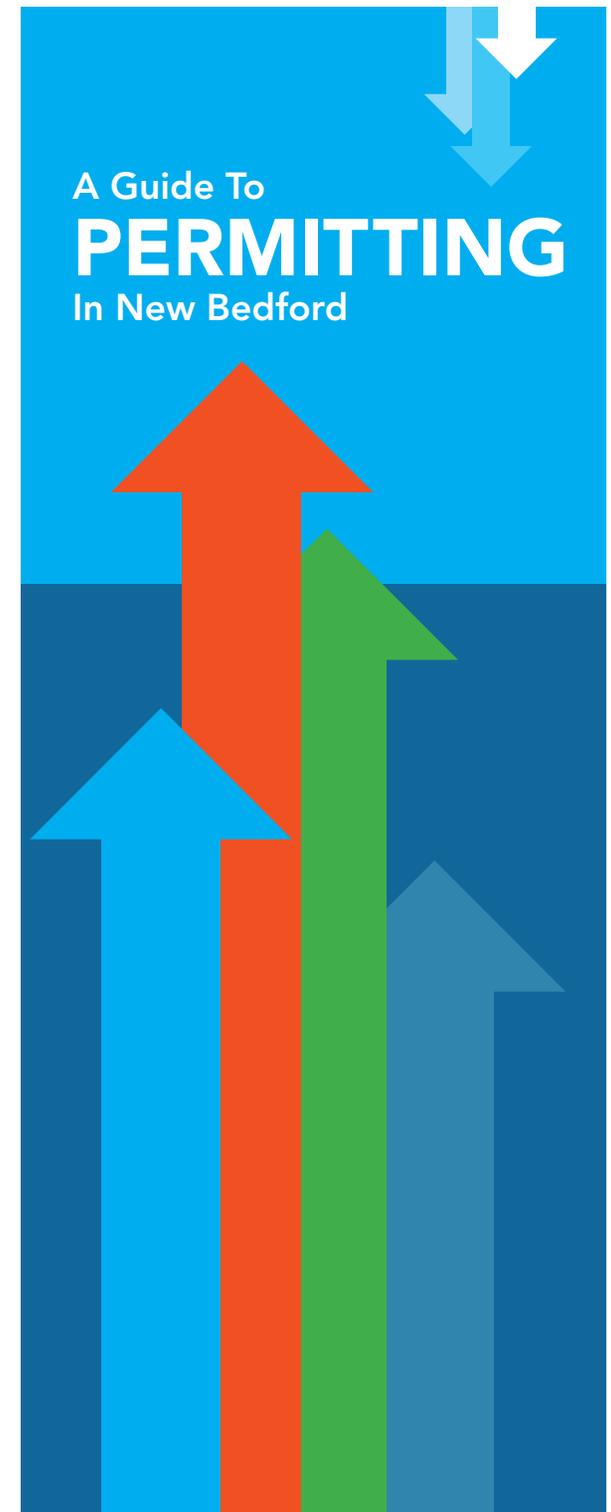
Many projects that initially provide complete applications often gain approval through the permitting process within a 60-day timeframe. However it should be noted that projects with complicated environmental constraints requiring multiple states and federal agency review or other issues beyond the control of the City may have an extended timeframe.



CITY OF NEW BEDFORD
MAYOR JONATHAN F. MITCHELL



New Bedford Economic Development Council
Uniting New Bedford's Economic Strengths





An Overview

A streamlined, transparent, and efficient permitting process is a vital component to attracting sustainable new investment and job growth. Recognizing that the permitting process has often been a lengthy process that has led to unnecessary delays and increased expenses, the City of New Bedford has implemented an open and streamlined permitting process that expedites all projects, both large and small, within the city.

By creating a streamlined and fully transparent permitting process, the city aims to foster communication between permitting boards, commissions and developers, standardize forms and applications, and provide the necessary resources to aid applicants and the general public through what can be a complex and unfamiliar process.

The purpose of this guide is to provide information that will:

- guide applicants and the general public through the application and approval process
- establish a checklist of permitting granting boards and departments and the actions that require review and approval
- outline the functions of the Permitting Task Force
- offer suggested best practices
- provide useful links to additional information



The Application & Approval Process

A streamlined and fully transparent permitting process begins with active collaboration and communication among city officials, permit applicants, consultants, and other community stakeholders. The task of moderating redevelopment and other land use changes falls to an array of regulations and ordinances, managed largely by municipal departments, boards, and commissions. It is our goal to approve projects in as efficient a manner as possible, and with good preparation and communication, many projects can be approved within 60 days.

The check list that is part of this guide offers a comprehensive guide to the City's permitting application and approval process since the timeframes for application review, public hearing notices, appeal periods, and fees can vary for each permit.

It may be utilized to create your own personal permitting plan regardless of the size of your project and will most always serve as the project agenda for meetings with the Permitting Task Force.

Should you have any questions we encourage you to contact the City Planning Office for assistance.

THE CHECKLIST

Please note that the timeframe for approval listed is for a typical application and may vary due to the completeness of the application package and complexity of the project.

AGENCY	PROJECT ACTION	PERMIT/APPROVAL	TIMEFRAME	OTHER APPROVALS
Conservation Commission Sarah Porter, Conservation Agent 133 William Street, Room 301 508.979.6188 Sarah.Porter@newbedford-ma.gov http://www.newbedford-ma.gov/Environmental/EnvironmentalStewardshipMain.html	Any proposed activity in or within 100' of the State Resources, i.e. proposed piers, maintenance activities, coastal revetment	Request for Determination of Applicability (RDA)	40-70 days	No prior approvals are required.
		Notice of Intent (NOI)		
		Certificate of Compliance		
		Enforcement Orders		
Department of Inspectional Services Danny Romanowicz, Commissioner 133 William Street, Room 308 508.979.1540 Danny.Romanowicz@newbedford-ma.gov http://www.newbedford-ma.gov/inspectionalservices/inspserv.html	Permits relative to the construction, reconstruction, alteration, repair, demolition, use, occupancy, and maintenance of all buildings and structures	Demolition (75 years or older)	10-60 days	N/A
		Driveway	5 days	Site Plan review is necessary if driveway requires more than one curb cut (circular drive)
		Foundation	10 days	Approval of other departments required prior to issue of permit
		Single/Two-family	10 days	Foundation, sewer and water permits
		New buildings over 2,000 sq. ft.	10 days	Site Plan and/or Special Permit approval from Planning Board/ZBA
		Wireless communications	10 days	Special Permit from ZBA
		Title V	10 days	N/A
Plan review for food establishment	10 days	N/A		
Department of Public Infrastructure Ronald Labelle, Commissioner 1105 Shawmut Avenue 508.961.3054 Ronald.Labelle@newbedford-ma.gov http://www.newbedford-ma.gov/dpi/overview_admin.html	Construction design and inspects project construction	Line & grade applications	21 days	Building permit
		Sewer/storm drain permits	14 days	Foundation permit
		Water permit	14 days	Foundation permit
		NPDES		EPA
New Bedford Historical Commission Anne Louro, Preservation Planner 133 William Street, Room 303 508.979.1488 Anne.Louro@newbedford-ma.gov http://www.newbedford-ma.gov/NRHistoric/NBHC/AboutUs.html	Changes affecting the exterior of a building, site, or structure within chapter 40C historic district	Certificates of; Appropriateness, Non-applicability, or Hardship	60 days	Approval required prior to issue of building permit
	Demolition of structure 75 years old or older	Determine historic significance	10-60 days	Requires city council approval prior to issue of building permit
New Bedford Planning Board Jill Maclean, Acting City Planner 133 William Street, Room 303 508.979.1488 Jill.Maclean@newbedford-ma.gov http://www.newbedford-ma.gov/Planning/planning.html	New development or expansion projects over 2,000 sq. ft.	Site Plan Review	60 days	If parking requirements are not met, a Special Permit is required
	New development or expansion projects over 500 sq. ft. within HLS District	Site Plan Review/IPOD Special Permit	30 days	N/A
	Subdivision w/ new roadway	Preliminary & Definitive Approval	45-90 days	N/A
	Subdivision	Form A	21 days	N/A
	Sidewalk Cafe	Outdoor Dining License	30 days	N/A
	Off-street parking relief	Special Permit	30-60 days	May be applied for concurrently w/ site plan review
Licensing Board Nicholas Nanopoulos, Director 133 William Street, Room 206 508.979.1457 Nicholas.Nanopoulos@newbedford-ma.gov http://www.newbedford-ma.gov/licensing/licensing.html	Licensing for certain businesses, i.e. Liquor Establishments, Restaurants New/used car dealers, Lodging houses Innholder, Auto body	Application submitted by applicant	30 days	Plans must be pre-approved by DIS and the Board of Health.
Traffic Commission Scott Downing, Executive Secretary 51 Elm Street (Elm Street Garage) 508.979.1766 Scott.Downing@newbedford-ma.gov http://www.newbedford-ma.gov/traffic/traffic.html	Commercial curb cuts	Application submitted by applicant to Engineering with plans	30-60 days	Site Plan and/or Special Permit approval
Zoning Board of Appeals Jill Maclean, Acting City Planner 133 William Street, Room 303 508.979.1488 Jill.Maclean@newbedford-ma.gov http://www.newbedford-ma.gov/Planning/planning.html	Construction that requires relief of dimensional requirements	Variance	65 days	Denial of building permit
		Comprehensive Permit	65 days	Denial of building permit
		Special Permit	60-90 days	N/A
		Special Permit- Mill Overlay District	60-90 days	Project must receive prior approval of Planning Board