

APPENDIX D: TRUSTEES POLICY FOR FUNDING DEVELOPMENT REVIEW BY THE VILLAGE ATTORNEY

Village Attorney Development Review

Upon adoption of this policy applicants will now be required to pay the actual cost for review of development proposals by the Village Attorney including, but not limited to homeowners association documents, condominium documents, easements and street dedications. The Village Attorney will bill the municipality for services rendered and the municipality will then bill the applicant based on the actual cost of providing legal review.

Plan and Document Review

All bills for plan and document review are due prior to the issuance of the first zoning permit for a project. A zoning permit will not be issued until all costs for legal plan review have been paid. The Village reserves the right to deny issuance of a zoning permit until the fees for legal review have been paid. The applicant must also pay for legal review for any site plan amendments that require legal review. A zoning permit will not be issued for a site plan amendment until all bills have been paid. The municipality will provide the applicant with a bill for legal review including the number of hours spent on review.

The Village of Essex Junction reserves the right to deny issuance of a certificate of occupancy until all current legal bills have been paid. The Village Attorney will provide the applicant with a bill including the number of hours spent on review of the legal documents.

Summary

The following is a summary of the policy for funding legal plan and document review:

- The applicant is responsible for payment of all costs for legal plan review.
- All bills for legal review must be paid prior to the issuance of the first zoning permit.
- The Village will provide applicants with a legal bill including the costs and hours spent on review.
- The Village of Essex Junction reserves the right to withhold issuance of a zoning permit or certificate of occupancy if there are outstanding bills for legal services.