

Economic Development Permits

Guidelines and Procedures

These procedures are to be used in conjunction with the Provincetown General Bylaws Section 5-15: Economic Development Permits.

Economic Development Permit: An Economic Development Permit allows you to apply for additional wastewater design flow gallons to grow your business because the Select Board decides that your proposed project will benefit the Town's economy. You may see the Select Board's Policy Statement 2019-09-23 for more detail. Economic Development Permit applications are heard by the Select Board at a public hearing. Below are the steps to get and use an Economic Development Permit.

Procedure:

Step 1: Pre-Application Meeting(s)

Meet at least once with the appropriate Community Development staff to understand the regulatory path for the proposed project. An Economic Development permit is only the first step; you will likely have other steps to pursue after receiving an Economic Development permit.

Step 2: Apply for Economic Development Permit

Submit an application for an Economic Development Permit (attached) to the Community Development Director. Your application must include all documents necessary to describe the project and to make the case that the project will result in an economic benefit for the Town.

Step 3: Health Department/Sewer Flow Feasibility Review

The Health Department will review your application to determine whether the wastewater design flow requested is accurate and if the property's wastewater system can handle the increase in design flow.

If your property has an onsite septic system, you must have room on your system to accommodate the additional flow requested. You may wish to upgrade your septic system to accommodate the additional flow, which may require additional approvals and review by the Health Department or Board of Health.

If your property is on the municipal sewer system, the sewer system infrastructure must be able to handle the additional flow requested. The DPW will review your request and determine whether the request can be accommodated if an Economic Development permit is granted.

If either the Health Department or DPW determines that the request for an increase in wastewater design flow for the specific property is not feasible, the application will not move forward.

Step 4: Board of Selectmen Public Hearing

You will appear before the Select Board to make your case for why your proposed project will benefit that Town's economy. The Select Board may approve or deny the request. An approval of the permit application will likely include conditions that your business is **REQUIRED** to follow. The Select Board may also require certifications of compliance with the conditions. Your permit may be revoked for noncompliance with the stated conditions.

Step 5: Record your Permit at the Barnstable Registry of Deeds

You will receive a hard copy of the Economic Development permit signed by the Select Board, which you must sign, notarize, and file with the Barnstable Registry of Deeds. You must return proof of recording to the Community Development Director in order to move forward in using your Economic Development wastewater design flow.

Step 6: Water and Sewer Board

If your property is on the municipal sewer system, your application will be sent to the Water and Sewer Board for approval. If approved, your betterment will be adjusted.

Step 7: Regulatory Review

You must apply for all required regulatory approvals in order to use the wastewater design flow granted in the Economic Development permit. This may include the Zoning Board of Approvals, Licensing Board, etc. You will have received your regulatory path forward at Step 1. Check in with the Permit Coordinator if you have questions.

FINAL NOTE:

New wastewater design flow granted by an Economic Development permit must be used within one year of the approval date by the Select Board. Applications that are in the regulatory review process are considered to be on their way to using the new wastewater design flow. Permit recipients that have not applied for regulatory approvals will lose their permit if the flow has not been used and approvals have not been sought within one year of the Select Board's approval date.

Policy Statement

2019-09-23 [This Policy supersedes Policy # 2017-03-13]

Economic Development Permit Criteria [General By-laws Section 5-15-4]

It shall be the policy of the Provincetown Board of Selectmen that the number of permits that will be available in any given year will vary and is not predictable. The Board may choose to reserve some fixed gpd quantity of Economic Development permits for future applications, and is under no obligations to make awards.

Projects that are consistent with the Local Comprehensive Plan and

- Support, create or enhance year-round employment opportunities/incomes and/or
- Support an extended employment season of at least 9 months and/or
- Help to diversify Provincetown's year-round economic base and/or
- Feature solutions to known barriers to year-round economic success e.g. Transportation, energy cost, water consumption, housing cost and/or
- Provides a measurable public benefit e.g. public restrooms and/or
- Create, expand or maintain the provision of transient occupancy rooms (commercial) available to visitors and/or
- Create seasonal or year-round employee/business owner housing will be favored.

Due to the Selectmen's current policy on the Sewer System's State of Limited Capacity, smaller projects on the sewer system will be favored over larger ones. Any application that cannot be accommodated due to limited capacity shall be placed in a queue and considered once additional capacity is realized.

Request for year round or seasonal employee housing shall be considered a public service use pursuant to Chapter 157 of the Acts of 2000, and under the State of Limited Capacity shall be an eligible use under the Housing Priority Category. Subject to gallons available, an employee housing request of two or less bedrooms may be approved without the need for a hearing.

The Provincetown Board of Selectmen shall require all past and future EDP holders to certify every 3-years in the form of a notarized certification, signed under the pains and penalties of perjury, that the EDP use they are approved for is still active without any changes of any kind. If the approved use is no longer being used for the originally approved purpose or any changes have occurred, the Selectmen shall hold a show-cause hearing and the EDP holder may lose all or some rights assigned under the original permit. Further, any sewer betterments paid by the EDP holder shall not be reimbursed by the Town. and all future betterment payments shall remain due to the Town even in the event of the loss or change of the original EDP at a show-cause hearing.

Adopted: September 23, 2019

In favor: Abramson, Anthony, Golden and Venden

Opposed:



**TOWN OF PROVINCETOWN
ECONOMIC DEVELOPMENT PERMIT APPLICATION**

ALL FIELDS ARE REQUIRED

	DATE		
Property Address	Unit Number (If Applicable)		
Property Owner Name	Property Owner Email Address	Telephone Number	
Property Owner Mailing Address	City/Town	State	Zip
Business Name	Business Owner Email Address	Telephone Number	
Business Owner Mailing Address	City/Town	State	Zip

Check the Economic Development goals that apply to your application:

Support, create, or enhance year-round employment opportunities/incomes

Support an extended employment season of at least 9 months

Help to diversify Provincetown's year-round economic base

Feature solutions to known barriers to year-round economic success

Provides a measurable public benefit e.g. public restrooms

Create, expand, or maintain the provision of transient occupancy rooms (commercial) available to visitors

Create seasonal or year-round employee/business owner housing

WASTEWATER DISPOSAL SYSTEM (CIRCLE ONE):		
<u>SEWER</u>	<u>SEPTIC SYSTEM</u>	
EXISTING FLOW	REQUESTED ADDITIONAL FLOW	TOTAL FLOW IF GRANTED ECONOMIC DEVELOPMENT PERMIT

ATTACH THE FOLLOWING:

- **Brief and accurate description of proposed project**
- **Breakdown of requested flow by use**
- **Plans and/or sketches to show proposed project feasibility**
- **Narrative about the potential economic benefits to the Town**

PROPERTY OWNER SIGNATURE	PROPERTY OWNER NAME (PRINT)	DATE

BUSINESS OWNER SIGNATURE	BUSINESS OWNER NAME (PRINT)	DATE