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From: H.W. Flood
Sent: Friday, August 31, 2007 12:08 PM
To: Planning Department
Subject: "Crisping the Acton Bylaw"

Roland and WCF Committee:

I'm looking at our existing bylaw with a view of improving the format as we develop the changes and modifications in content.

In looking at our bylaw, my first impression is that it consists of a long series of statements in more, or less, random order. I can see no attempt to make this document "user friendly" to applicant, Town government or the public. I propose that we attempt to organize our work to fit into a logically helpful outline. My first crack at this outline will undoubtedly need much work and further thought but here is my initial attempt:

1. Purpose and Intent
 - a. List items describing purpose and intent
 - b. Cite enabling documents supporting these bylaws
 - c. Cite need to conform to Federal Law
2. Elements of an Application
 - a. General requirements. See Appendix (Rules and Regulations) for more details, definition etc.)
 - b. Penalty for False or Misleading Statements
 - c. Fees and Insurance. See Appendix for details on Bonds, Indemnities, Insurance etc.
 - d. Required Documentation. See Appendix for detailed listing.
3. Procedure for Review
 - a. Use or Requirement for Independent Consultant
 - b. Approval Criteria.
 - I. Relief from General and Detailed Requirements.
4. Monitoring and Evaluation of Compliance.
 - a. Criteria Requiring Tower Removal
 - I. Responsibility for Removal
 - b. Transfer of Permit.
 - c. Permit Expiration and Renewal.

APPENDIX: RULES AND REGULATIONS:

- a. Details covering:
 - General Requirements
 - Fees, Insurance etc.
 - Required Documentation
 - Approval Criteria
 - Use of Consultant(s)
 - Definitions