

ZONING REGULATIONS

380 Attachment 5

Town of Beacon Falls

Appendix V

Administrative Procedures and Responsibility for Updating These Regulations

The Planning and Zoning Commission ("Commission") will appoint a service provider. The duty of the service provider will be to:

Maintain the master copy of the Town of Beacon Falls Planning and Zoning Regulations using approved information.

Collect necessary information from the Commission to:

- Keep the regulations up-to-date and provide documentation as required.
- Procure and distribute both hard copies and digital copies as required by the Commission. Hard copies are to have replaceable pages to reduce waste.
- Send copies of updated regulations to all required parties on list below. One PDF copy will be provided to the Town Clerk for printing copies and one PDF copy will be provided to the Webmaster for uploading to the Town's website. No copies of the PDF files should be on any Town computer. The website copy can be used for reference.

List

Town Clerk

Send the Town Clerk a new copy of the regulations on a DVD/CD and ask that any prior DVD/CD and/or old computer file(s) should be replaced as of the effective date on the new regulations and also request that any current hard copies (books) of regulations be replaced.

Webmaster

Send a media (PDF) copy with cover letter to the Town of Beacon Falls Webmaster, stating the required removal of any old regulations and the reposting of new regulations on the effective date.

Distribute copies of the cover letters sent to the Town Clerk and the Webmaster to the following:

- First Selectman
- The Commission

Distribute copies of the regulations or replacement pages to the following:

- First Selectman (1 hard copy)
- Town Clerk (1 hard copy, 1 PDF copy)
- The Commission (10 hard copies)
- Zoning Enforcement Officer (1 hard copy)
- Building Inspector (1 hard copy)