

## Code enforcement periodic review procedure

1. Establishing a Requirement for Periodic Review
  - 1.1. The Planning Board (PB) generates requirements in accordance with Conditional Use Permits and groundwater protection system approvals
  - 1.2. PB maintains a list of these requirements (for reconciliation with Building Inspector[BI] list if necessary) (index by tax map and lot#)
  - 1.3. The PB records requirements with the Registry I/A/W ordinances and regulations
  - 1.4. The PB reports new requirements to the BI with a copy of the requirements including necessary frequency and inspection checklist and/or description
2. Capturing the Periodic Review Requirement
  - 2.1. The BI files the requirement report
  - 2.2. The file is maintained for the life of the requirement (index by tax map and lot#)
  - 2.3. The BI compiles a list of periodic review requirements and a calendar of due dates. These are available to the PB and Board of Selectmen (BOS)
  - 2.4. The BI acknowledges receipt of the report to the PB
3. Performing the periodic review
  - 3.1. On or about the required review date the BI contacts the property owner or operator to arrange for the review
  - 3.2. BI hires additional expert(s) as necessary to assess compliance with requirements
  - 3.3. The BI performs the review and documents findings.
4. Recording the Periodic Review
  - 4.1. Findings are distributed:
    - 4.1.1. Property owner or operator
    - 4.1.2. File
5. Corrective actions
  - 5.1. In case of noncompliance, the BI will negotiate necessary corrective actions and follow-up review
  - 5.2. If corrective action is not satisfactory, BI reports non-compliance to BOS
6. Monitoring Periodic Review Accomplishment
  - 6.1. The BI will annually prepare a summary of review activity and any issues encountered for the BOS
  - 6.2. The BOS will annually (need a date) examine the BI report and ensure that the program is achieving the required review compliance and long-term objectives.
  - 6.3. If monitoring activity or observed compliance is not satisfactory, the BOS will take appropriate corrective action to bring about the desired performance.