

*Decision Self Audit Form*    *Date* \_\_\_\_\_

*Put together by the Zoning Administrator to be used by the Planning Commission in their Annual Report to the Town Board.*

Use an annual self-assessment of board activities to increase board efficiency and the effectiveness of ordinance standards:

1. Revise ordinance language to reflect interpretations of the board;
2. Adjust dimensional standards where similar limiting site conditions make current standards unworkable or ineffective (e.g. nonconforming lots); and
3. Convert conditional uses to permitted uses if appropriate location, design and use standards can be developed.

Track and assess disposition of individual petitions/applications or categories of similar requests. Discuss your findings with the planning committee/commission and cooperate to propose appropriate amendments to the local governing body.

**EXAMPLES**

<b>Administrative Appeals</b>		
Section & Subject	Decision/Interpretation	Recommendations




Variances				
Section & Subject	Relaxation requested	Granted/Denied	Conditions	Recommendations
		1.		

Conditional Use Permits			
Section & Subject	Granted/Denied	Conditions	Recommendations
	1.		

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