



## TOWN OF PLYMOUTH

**POLICY: ISSUANCE OF PERMITS AND LICENSES BY DEPARTMENT HEADS**

**BOS/86/03/R00**

**Approved: July 29, 1986**

**Effective: July 29, 1986**

### **1.0 PURPOSE**

The Board of Selectmen desires clarity and precision as well as legality be observed in the issuance of permits, licenses, and other permissive forms or correspondence. Conditions of the permission or permit need to be clearly understood by the applicant and need to be stated in writing with sufficient detail so that if disputes arise or violations are charged at a later date, the town would have a firm basis for review or litigation.

### **2.0 POLICY GUIDELINES**

All department heads or issuing authorities are responsible for reviewing both procedures and forms involved with the granting of licenses or permits and with the issuance of stop orders or any correspondence setting forth permissive or denial action. Such forms and correspondence must be completed with sufficient detail as to be entirely clear as to limitations and conditions. They should be able to stand the test of time in terms of specificity and clarity since they may be needed as basic information when disputes arise years later.

### **3.0 APPLICABILITY**

This policy is applicable to department heads and issuing authorities.

### **4.0 QUESTIONS**

Please contact the Town Manager's office at (508) 830-4000 if you have any questions.

Signed by:

**DAVID MALAGUTI**  
Chairman, Board of Selectmen

**WILLIAM R. GRIFFIN**  
Executive Secretary