

Planning Board Application Review

- 1) The applicant submits the application to the Planning Board or their designee. Application must be submitted with enough notice to allow for appropriate public and abutter notification pursuant to State statute.
- 2) The Planning Board votes on individual waivers that are requested in the application.
- 3) The Planning Board votes on whether or not to accept the application as complete.
- 4) The Planning Board votes on whether or not to open public hearing. The purpose of the public hearing is to solicit input from anybody who may be affected by the proposal.
- 5) The applicant presents their proposal and solicits any questions/comments in the following order:
 - a. The Planning Board
 - b. Abutters in favor of the proposal
 - c. Abutters opposed to the proposal
 - d. Others who are indirectly impacted by the proposal but are not abutters
 - e. Any written comments are read into the record
- 6) The Planning Board votes on whether or not to close public hearing. Public hearing will be closed when the board determines that they have enough information to make an informed decision and everyone has had a chance to speak. This does not necessarily occur every meeting. If a public hearing lasts more than one meeting, continuity of notice will occur. This is done by stating the date, time and place the application will be continued.
- 7) The Planning Board discusses the application. The public may only provide input if specifically asked a question by a member of the Planning Board.
- 8) A Planning Board member may make one of the following motions:
 - a. Approve the application as presented
 - b. Approve the application with conditions
 - c. Disapprove the application
 - d. Continue discussion & action until a later date
 - e. Any other motion

Notes:

- Applications may require multiple meetings to be reviewed.
- It is strongly encouraged that applicants conduct a **Conceptual Review** prior to submitting a formal application.
- **Extensions beyond the 65 day review period:** may be made either through agreement between the applicant and the Planning Board or through approval by the Board of Selectmen.
- **These procedures are subject to change at the discretion of the Planning Board Chairman**