

SUBDIVISION APPLICATION TIMELINE

APPLICANT INITIAL REQUEST

ATLEAST 10 DAYS PRIOR TO REGULAR SCHEDULED
PLANNING BOARD MEETING

Applicant requests to be placed on the agenda.



PLANNING BOARD MEETING

PREAPPLICATION MEETING, SKETCH PLAN & SITE
INSPECTION DATE

Applicant presents general information regarding
proposed subdivision. Board may ask questions/make
suggestions.



CONTOUR INTERVAL & ON-SITE INSPECTION

WITHIN 30 DAYS OF PLANNING BOARD MEETING

CONTOUR INTERVAL & ON-SITE INSPECTION

Planning Board shall hold on-site inspection and inform
applicant in writing of required contour interval on the
Preliminary Plan or Final Plan for Minor subdivisions.



PRELIMINARY PLAN SUBMISSION

WITHIN 6 MONTH OF ON-SITE INSPECTION

AT LEAST 10 DAYS PRIOR TO REGULAR SCHEDULED
PLANNING BOARD MEETING

Applicant submits application of a preliminary plan and
pays application fee.



PLANNING BOARD MEETING

PRELIMINARY PLAN SUBMISSION

Applicant/Representative presents preliminary plan
application. Planning Board issues dated receipt to the
applicant, notifies abutters, notifies clerk.

PRELIMINARY PLAN DECISION

WITHIN 30 DAYS OF RECEIPT

PLANNING BOARD DETERMINATION

Planning Board determines if the application is complete & notifies applicant in writing.

PUBLIC HEARING

WITHIN 30 OF COMPLETED APPLICATION DECISION

PUBLIC HEARING

The Planning Board shall determine whether to hold a public hearing or not..

FINDING OF FACTS

WITHIN 30 DAYS OF PUBLIC HEARING OR 60 OF COMPLETED APPLICATION DECISION IF NO PUBLIC HEARING HELD

FINDING OF FACTS

The Planning Board shall make finding of facts on the application, & approve, approve with condition, or deny the preliminary plan application.

FINAL PLAN

WITHIN 6 MONTHS OF PRELIMINARY PLAN APPROVAL

AT LEAST 10 DAYS PRIOR TO REGULAR SCHEDULED PLANNING BOARD MEETING

Applicant shall submit Final Plan Application and pay application fee.

PLANNING BOARD MEETING

FINAL PLAN SUBMISSION

Applicant/Representative presents Final Plan application. Planning Board issues dated receipt to the applicant.

PUBLIC HEARING/FINAL APPROVAL

WITHIN 30 DAYS OF PUBLIC HEARING OR 60 DAYS OF RECEIVING A COMPLETED APPLICATION IF NO PUBLIC HEARING

PUBLIC HEAR/FINAL APPROVAL

If the Board finds that all criteria have been met they shall approve the final plan, or approve with conditions listed.