

Planning Board Review Process

Planning Board meets once per month – 1st Monday

Steps in subdivision review through to building permits are:

- Pre-application plan review – generally 1 meeting
- Sitewalk – 1 meeting; may be held if necessary; this is up to the Planning Board to decide
- Preliminary Plan Review – anywhere between 1 to 5 meetings, depending on complexity and number of amendments each time
- Final Plan Review - generally 1 meeting
- Consent Agenda – generally 1 meeting and if needed
- Performance guarantee established – generally 2 to 3 weeks
- Preconstruction meeting held – 1 to 2 hours
- Building permit review and approval – 1 to 2 weeks

Steps in site plan review through to building permits are:

- Sketch plan review – generally 1 meeting
- Sitewalk – 1 meeting; may be held if necessary; this is up to the Planning Board to decide
- Major Plan Review – anywhere between 1 to 5 meetings, depending on complexity and number of amendments each time
- Consent Agenda – generally 1 meeting and if needed
- Performance guarantee established – generally 2 to 3 weeks
- Preconstruction meeting held – 1 to 2 hours
- Building permit review and approval – 1 to 2 weeks

Highlights of things that slow down the process include:

1. Incomplete applications – applications are required to be complete to be able to be placed on the Planning Board agenda.
2. Items not on plans that are required by ordinance.
3. Items required to be submitted during certain stages that are not submitted.
4. Additional studies such as traffic impact analysis, noise study or vernal pool surveying which sometimes require a few months to accomplish.







