

## AGENDA POLICY

To obtain a place on a Planning Board agenda, applicants must submit a complete set of materials for their project 7 business days before the date of a meeting. Because the Planning Board usually meets on Tuesday evenings, applicants' materials are typically due by the close of business on a Friday—a week and a half before the next meeting.

Please note that the board cannot place an applicant on an upcoming agenda until it receives *all* the materials it needs to understand the project. Those materials typically include drainage plans and calculations, a traffic analysis, a list of LEED criteria that the project will fulfill, and a landscaping plan, among other information. If an applicant is following up with more information after a Planning Board meeting, the board must receive those materials, too, **7 business days before the next meeting**—again, typically a Friday.

If the next agenda is full, the board will schedule the application for a future meeting. Projects that require a public hearing take four weeks to advertise so typically take longer to obtain time on an agenda.

Original and revised submittals shall include 14 sets of plans and other materials. At least two sets of engineering plans shall have a scale between one inch equals ten feet and one inch equals forty feet. At least two sets of architectural plans shall have a scale of 1/8 inch equals one foot. The rest of the plans may have a reduced size of 11 by 17 inches.

After receiving an applicant's materials, the Planning Department circulates copies to several other town departments for their review, including the Department of Public Works, Fire Department, Board of Health, Conservation Commission, Code Enforcement Department and other departments as appropriate. Each of these departments provides written comments on the proposal, as does the Planning Director. Then, before the meeting, Planning Board members carefully review all the applicant's materials and all the comments from town departments.

Revisions to applications shall always include an itemized list of the specific changes that have been made.

The Planning Board and town departments thank applicants for respecting their need to give each application the time and care it deserves. **In order to do this all materials must be submitted at least 7 business days before a Planning Board meeting for both the initial application submittal and revisions to the application.** Please contact administrative assistant Cathy Silvestrone at the Planning Department (781-275-1548) with any questions about this process.