

AGENDA POLICY

To obtain a place on the Planning Board Agenda, both formal applicants and those seeking preliminary discussion must submit materials for their project in advance of the meeting. The Planning Board regularly meets on the second and fourth Tuesday of each month in the evening (with rare exceptions). All meetings are publicly posted on the town website. If the next agenda is full, the Board will schedule the application for a future meeting.

TIMING

- All material must be submitted (at least) **7 business days prior to the meeting**
- Applications that require Public Hearings take four weeks to advertise, so typically take longer to obtain time on an agenda
- 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
- When an application is continued to a future meeting, the Board and applicant will discuss a realistic timeline for the applicant to submit revised materials. Unless agreed to by the Board **in advance** for a shorter review timeline, subsequent materials must be submitted **7 calendar days prior to the agreed upon meeting**
- Materials submitted after the deadlines will not be considered by the Board at the scheduled meeting. They will be included in a continued (future) agenda

MATERIAL SUBMISSIONS

For those seeking Preliminary Discussions: the materials may generally be at the discretion of the pre-applicant, but must include a plan drawing that illustrates the basic concept. Full architectural and engineering plans are not required

For Formal Applicants: Original and revised submittals may include, but not be limited to (see Planning Office for full checklist):

- Two full size sets of plans and eight sets of 11 x 17 reduced plans
- Electronic copies of all plans and other materials
- Full size engineering plans shall have a scale between [1 inch = 10 feet] and [1 inch = 40 feet]
- Four hard copies of supporting materials, such as drainage calculations and traffic studies are required in addition to the electronic versions
- Revisions to applications shall always include an itemized list of the specific changes that have been made

The Planning Department will circulate copies of application materials to other town departments for their review, including Public Works, Fire, Board of Health, Conservation Commission, Code Enforcement, and other departments as appropriate. Each of these departments provides written comments on the proposal, along with the Planning Staff. These comments will be distributed to the Planning Board Members in advance of the meeting.

The Planning Board and town departments thank applicants for respecting their need to give each application the time and care it deserves. Please contact the Planning Staff at the Planning Department (781-275-1548 or planning@bedfordma.gov) with any question about this process.