



Planning & Code Enforcement

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PLANNING & CODE ENFORCEMENT

Site Plan-Subdivision Review Process Overview

Pre-application meeting (Optional)

An applicant may request to meet with Staff prior to submitting to the Planning Board to receive initial feedback on a proposed development. There is a \$300 fee to set up a pre-application meeting, which is then applied toward the sketch plan application fee. Pre-application meetings typically can be scheduled within 1-2 weeks and are arranged through the Planning Department.

Sketch Plan Submission

An application is placed on the next available Planning Board agenda as a workshop following the receipt of a complete sketch plan submission to review conceptual design and receive preliminary comments and feedback. The Planning Board meets on the first Tuesday of the month with submission deadlines approximately 4-weeks prior to a meeting.

- Neighborhood meeting
 - These are meetings held by the applicant with no input or attendance by City Staff. Notice of a neighborhood meeting shall be provided to all abutters within 500-feet of the project site and shall include a general description of the proposed development, the time/location of the neighborhood meeting and contact information for the developer/developer's agent. Neighborhood meetings must be held prior to the workshop with the Planning Board
- Staff Review Meeting
 - A review of the application with the applicant and representatives of the City Planning, Code Enforcement, Police, Fire, Public Services and Wastewater Departments is held to review compliance with City Ordinances. The applicant may revise plans or submit supplemental materials in response to Staff comments prior to the Planning Board meeting. Staff Review meetings are typically held on the Tuesday following a submission deadline.

The application fee for a sketch plan application is \$300 and is due at the time of submission. Although a sketch plan review is generally required for all applications, this may be waived at the discretion of the City Planner and Planning Board Chair based on the complexity of the project and completeness of the application. Where a sketch plan review is not required, a neighborhood meeting shall be held prior to the Public Hearing.

Site Walk

Site Walks are held at the sole discretion of the Planning Board. If required, the Planning Board shall determine the time/date/location of the site walk during the workshop.

Final Plan Submission

A public hearing with the Planning Board is scheduled upon the receipt of a complete final application submission. The Planning Board meets on the first Tuesday of the month with submission deadlines approximately 4-weeks prior to a meeting. A Staff Review meeting is required in the same format as the sketch plan submission process. Provided all requirements of the Land Use Ordinance are met, a final decision by the Planning Board is feasible during the same meeting as the public hearing. Additional meetings with the Planning Board may be required if further review or additional materials are deemed necessary. The application fee is dependent on the size of project (see the Master Fee schedule for more information) and is due at the time of submission. All outstanding noticing fees are required prior to a decision by the Planning Board.