SITE PLAN REVIEW APPLICATION
APPROXIMATE TIMELINE

1. Pre-Application meeting with Dept. Heads
   (1st & 3rd Tuesdays at 9:30 am)  1

2. Submit complete application to Planning Department
   (must be submitted by date provided on “Public Hearing Dates” document available @ Planning Dept.)  2

3. Planning Board is notified and a date is set
   (Planning Board meets every 2nd & 4th Tuesday)  2

4. Plans are forwarded to all Departments for review & comment  2

5. The public hearing notice is publicized
   (The Planning Board Staff arranges for publication of a public hearing notice.
   The petitioner is responsible for the cost of publication. A two-week notice period is required.)  3-4

6. The public hearing is held
   (if two meetings are necessary)  5-7

7. A site visit and/or balloon flying may be planned.
   (if necessary will be held prior to second session of hearing)  6-7

8. Planning Board makes decision
   (After the public hearing closes, the Planning Board has 90 days after the hearing to make decision)  7

9. Appeals Period (20 Days)  7-10

10. Building Permit may be applied for  11