

application material with you at your first appearance. In these instances, specific instructions to assist you will be provided.

Upon completing the application packet you will return to the Planning Board office and have it reviewed by the Administrative Assistant/Staff Planner for completeness. This does not constitute acceptance.

The Chairman and the board will then review the packet. When they accept it as complete, the application will begin movement through the process. If there are significant deficiencies in the packet, you may be required to correct them before the application can be accepted and scheduled for a meeting appearance.

### The Actual Review Process

#### First Review Session:

Your first meeting with the board is to familiarize the members with your project by direct discussion with you and/or your agent. At this time you may use visual, narrative, or written material to support your presentation.

#### Referral to Board Consultants/Escrow Accounts:

Some projects require consultant review by the town's engineers, environmental planner, or attorney. In this instance, the reasons will be explained to you or your agent by the board, and the process of establishing an escrow account to cover the additional costs will be initiated. Essentially, the consultants will be asked to do a preliminary review and develop comments in writing which will be relayed to you. You will receive monthly statements showing the status of your account. The account will be reconciled during the review process and prior to final approval. All fees must be paid prior to the chairman signing the maps.

Referrals will be made for comment from the relevant town and other jurisdictional agencies: county planning, highway, water, sewer, fire, etc.

#### Public Hearing:

If everything is in order and all questions of the board are satisfied, the board will direct their administrative assistant to schedule a public hearing for your project for the next regular monthly meeting. If the Planning Board determines that additional matters need to be addressed before a public hearing can be scheduled, the application will be tabled as incomplete to allow you time to develop the responses to the board's questions and return to a subsequent meeting. The PB office will remain in contact with you during this period. If you take no action or do not make responses to inquiries on the status of your return to the board with the requested information within three months, the PB may require that the board consider denial or abandonment of your project, and make an entry as such into the record. Alternatively the board may discuss with you the option of withdrawing the project without prejudice until you are ready to proceed.

At the public hearing, abutting property owners may appear pursuant to a notice sent to them by the board office; other members of the public are also allowed by law to attend and may introduce information to the record, or simply request information about the project.

If there are additional matters to address pursuant to the opening of the public hearing, discussion will be tabled and the hearing will be extended to allow you time to address the matters and return to the board at a subsequent meeting.

If no adverse environmental impacts or other impediments are discovered, the board will close the public hearing and a vote will be taken.

#### Post-approval process:

If your application is approved, the approval by the Planning Board may contain conditions which need to be met either prior to the signing of the maps by the chairman, or issuance of a building