

2010 Non-Residential Master Subdivision Plan Schedule

(1) Sketch Plan Submittal 5 working days prior to pre-application meeting date.	(2) Pre-application meeting with TRC deadline date	(3) Initial Submittal Date <i>No later than 5 p.m.</i>	(4) TRC Comments Forwarded to Applicant	(5) TRC Meeting Date (Meeting time to be Determined)	(6) Re-submittal Date for Revised Plans <i>No later than 5 p.m.</i>	(7) Decision to go to Board or back through TRC is made. (Submit revised plans on re-submittal date of next month)	(8) Planning Board Agendas Delivered	(9) Planning Board Meeting (4:30 p.m.)	(10) Town Council Meeting (7:00 p.m.)
See #1 below	Dec 21	Jan 4	Jan 25	Jan 28	Feb 12	Feb 25	Mar 1	Mar 8	Mar 16
See #1 below	Jan 20*	Feb 1	Feb 22	Feb 25	Mar 12	Mar 25	Apr 5	Apr 12	Apr 20
See #1 below	Feb 15	Mar 1	Mar 22	Mar 25	Apr 16	Apr 29	May 3	May 10	May 18
See #1 below	Mar 22	Apr 5	Apr 26	Apr 29	May 14	May 27	Jun 7	Jun 14	Jun 15
See #1 below	Apr 19	May 3	May 24	May 27	Jun 11	Jun 24	Jul 6*	Jul 12	Jul 20
See #1 below	May 17	Jun 7	Jun 21	Jun 24	Jul 16	Jul 29	Aug 2	Aug 9	Aug 17
See #1 below	Jun 21	Jul 6*	Jul 26	Jul 29	Aug 13	Aug 26	Sep 7*	Sep 13	Sep 21
See #1 below	Jul 19	Aug 2	Aug 23	Aug 26	Sep 10	Sep 23	Oct 4	Oct 11	Oct 19
See #1 below	Aug 23	Sep 7*	Sep 20	Sep 23	Oct 15	Oct 28	Nov 1	Nov 8	Nov 16
See #1 below	Sep 20	Oct 4	Oct 25	Oct 28	Nov 5	Nov 18*	Dec 6	Dec 13	Dec 21
See #1 below	Oct 18	Nov 1	Nov 15	Nov 18*	Dec 3	Dec 16*	Jan 3	Jan 10	Jan 18
See #1 below	Nov 15	Dec 1*	Dec 13	Dec 16*	Jan 14	Jan 27	Feb 7	Feb 14	Feb 15

*** Dates changed due to holiday/scheduling.**

- (1) Applicant is required to submit a sketch plan of the proposed residential master subdivision plan to the Planning Department no later than 5 working days prior to actual pre-application meeting date.
- (2) Applicant is required to meet with TRC members (Pre-application Meeting) to discuss proposed plan by the date indicated above. **Staff prefers applicant to meet as soon as possible and to not wait until deadline date indicated above.**
- (3) Applicant submits residential master subdivision plan as indicated in the attached instructions by 5:00 p.m. on date indicated above.
- (4) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail or fax.
- (5) TRC meeting with applicant. Applicant notified of appointment date and time.
- (6) Applicant re-submits revised plans from TRC comments.
- (7) **If decision to go to Boards is determined, staff reports written by project planner and forwarded to applicant. If not, applicant must submit revised plans on the re-submittal date for next month.**
- (8) Planning Board agendas prepared and forwarded to Planning Board members.
- (9) Planning Board reviews the site plan and makes a recommendation to the Town Council.
- (10) Town Council will consider recommendations from the Planning Board and Planning Department Staff to make a final decision.