

2010 Major Site Plan Schedule

(1) Sketch Plan Submittal Within 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>	(5) TRC Comments Forwarded to Applicant	(6) TRC Meeting (Time to be Determined)	(7) Re-submittal Date for Revised Plans <i>No later than 5 p.m.</i>	(8) TRC Comments Forwarded to Applicant	(9) TRC Meeting (Time to be Determined)	(10) Re-submittal Date for Revised Plans <i>No later than 5 p.m.</i>	(11) Decision to go to Boards or back through TRC is made (Submit revised plans on re-submittal date of next month)	(12) Published Notice Posted to Town's Website Planning Board & Town Council	(13) Written Notification Mailed Planning Board & Town Council	(14) Planning Board Agendas Delivered	(15) Town Council to set Public Hearing Date	(16) Planning Board Meeting (4:30 p.m.)	(17) Town Council Meeting (7:00 p.m.)
See #1 below	Dec 21	Jan 4	Jan 25	Jan 28	Feb 12	Feb 22	Feb 25	Mar 12	Mar 25	Mar 29 – Apr 20	Mar 29	Apr 5	Apr 6	Apr 12	Apr 20
See #1 below	Jan 20*	Feb 1	Feb 22	Feb 25	Mar 12	Mar 22	Mar 25	Apr 16	Apr 29	Apr 26 – May 18	Apr 26	May 3	May 4	May 10	May 18
See #1 below	Feb 15	Mar 1	Mar 22	Mar 25	Apr 16	Apr 26	Apr 29	May 14	May 27	May 28* – Jun 15**	May 28	Jun 7	Jun 1	Jun 14	Jun 15
See #1 below	Mar 22	Apr 5	Apr 26	Apr 29	May 14	May 24	May 27	Jun 11	Jun 24	Jun 28 – Jul 20	Jun 28	Jul 6*	Jul 6	Jul 12	Jul 20
See #1 below	Apr 19	May 3	May 24	May 27	Jun 11	Jun 21	Jun 24	Jul 16	Jul 29	Jul 26 – Aug 17 **	Jul 26	Aug 2	Aug 3	Aug 9	Aug 17
See #1 below	May 17	Jun 7	Jun 21	Jun 24	Jul 16	Jul 26	Jul 29	Aug 13	Aug 26	Aug 30 – Sep 21	Aug 30	Sep 7*	Sep 7	Sep 13	Sep 21
See #1 below	Jun 21	Jul 6*	Jul 26	Jul 29	Aug 13	Aug 23	Aug 26	Sep 10	Sep 23	Sep 27 – Oct 19	Sep 27	Oct 4	Oct 5	Oct 11	Oct 19
See #1 below	Jul 19	Aug 2	Aug 23	Aug 26	Sep 10	Sep 20	Sep 23	Oct 15	Oct 28	Oct 25 – Nov 16**	Oct 25	Nov 1	Nov 2	Nov 8	Nov 16
See #1 below	Aug 23	Sep 7*	Sep 20	Sep 23	Oct 15	Oct 25	Oct 28	Nov 5	Nov 18*	Nov 29 – Dec 21	Nov 29	Dec 6	Dec 7	Dec 13	Dec 21
See #1 below	Sep 20	Oct 4	Oct 25	Oct 28	Nov 5	Nov 15	Nov 18*	Dec 3	Dec 16*	Dec 28* – Jan 18	Dec 28	Jan 3	Jan 4	Jan 10	Jan 18
See #1 below	Oct 18	Nov 1	Nov 15	Nov 18 *	Dec 3	Dec 13	Dec 16*	Jan 14	Jan 27	Jan 24 – Feb 15**	Jan 24	Feb 7	Feb 1	Feb 14	Feb 15
See #1 below	Nov 15	Dec 1*	Dec 13	Dec 16 *	Jan 14	Jan 24	Jan 27	Feb 11	Feb 24	Feb 28 – Mar 15**	Feb 28	Mar 7	Mar 1	Mar 14	Mar 15

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

** **Legal ads published before decision to go to Board is made in order to meet ordinance requirements.**

- (1) Applicant is required to submit a sketch plan of the proposed major site 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 site 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 date and time of appointment.
- (6) Applicant re-submits revised plans from TRC comments.
- (7) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail or fax.
- (8) 2nd TRC meeting with applicant. Applicant notified of date and time of appointment.
- (9) Applicant re-submits revised plans from TRC comments.
- (10) Re-submittal date for revised plans due.
- (11) **If plan is ready to go to the Planning Board, staff report written by project planner. If not, revised plans to be submitted on the re-submittal date of next month.**
- (12) Planning staff prepares posts legal advertisement on the Town's website for the public hearings before the Planning Board and Town Council.
- (13) Planning staff prepares and mails via 1st class mail, written notifications to all property owners within 300 feet of the subject site.
- (14) Planning Board agendas prepared and hand delivered to Planning Board members.
- (15) Town Council to set public hearing for next meeting date.
- (16) Planning Board reviews site plan and makes a recommendation to the Town Council.
- (17) Town Council will consider recommendations from the Planning Board and Planning Department Staff to make a final decision.