

A stylized landscape illustration. The foreground features rolling green hills in various shades of green. On the left, a tree with a dark brown trunk and several large, rounded, purple and pink blossoms stands on a small mound. The background consists of layered, wavy bands of light blue and white, suggesting a sky or distant hills.

# *The Life of a Formal Application at the Planning Board*

*Procedure for Site Plan Approval*

# Procedure for Site Plan Approval

## Preliminary Conceptual

Optional for the applicant	One PB meeting	No public Notice
No Public Hearing	Basic conceptual design	Discussion only with feedback
	No decision made by Planning Board	



# Procedure for Site Plan Approval

## Preliminary Design Review

*Optional for Applicant*

*Two meetings with PB*

*More detailed plan but still basic*

*One Public hearing*

*Discussion and Feedback*





# The Formal Application

*This is the actual plan with all documentation and plans submitted at least 3 weeks before presentation to the Planning Board.*

# Town Staff Review

- Reviewed by Town Planner
- Must comply with Zoning Ordinance
- Must comply with Site Plan regulations
- Must comply with Best Planning Practices
- Technical Review Group (TRG)
- Various Staff and Departments
- Feedback and suggestions from staff
- All information public

# The Planning Board

*Presented at meeting*

*Board accepts as complete*

*Board schedules a Public Hearing*

*Site Walk is scheduled*

*Site walk is held*



# The Planning Board

*Public Hearing is held*

*Board listens to public concerns*

*Substantive discussion begins*

*Revisions requested and submitted if necessary*

*Consideration of Conditional Use Criteria if pertinent to application*

# The Planning Board



*Board decides all issues have been dealt with*



*Town Planner prepares a Draft Notice of Decision*



*Necessary changes or additions are made to Draft Notice*



*Final Decision to Approve or Deny*



# Conditional Use Criteria

- *The Purpose of a Conditional Use (CU) Permit is to allow certain uses that are not normally allowed under conventional zoning.*
- *This allows for some flexibility that may be of benefit to the town.*
- *Conditional Uses are clearly defined in our Table of Uses*
- *Approval requires compliance with the Conditional Use Criteria clearly defined in our Zoning Ordinance.*

# Conditional Use Criteria

- Site Suitability
- External Impacts
- Character of the site development
- Character of buildings and structures
- Preservation of natural, cultural, historic, and scenic resources.
- Impact on Property Values
- Availability of Public Services and Facilities
- Fiscal Impacts