

PLANNING BOARD TIME CLOCKS

ADMINISTRATIVE SUBDIVISION

- Certificate of Completeness must be issued within **15** calendar days of the submission
- Must be approved, denied or referred to the Planning Board for review within **15** days of Certificate or it will automatically be placed on the next agenda.
- When referred, the Planning Board must approve or deny the application within **65** days of issuance of the Certificate.
- Expires **90** days from the date of approval if it is not recorded.

MINOR SUBDIVISION

- Certificate of Completeness/Incompleteness for the **Preliminary/Final Plan** must be issued within
15 days if no street is required
OR
25 days if a street (public or private) is required
(AO will have no less than **14** days to certify a corrected submission)
- Planning Board must approve, approve with conditions, or deny the **Preliminary Plan** within
65 days if no street is required
OR
95 days if a street is required
from the date of issuance of the Certificate of Completeness (unless the time clock is waived)
- If a street is required, the Board will hold a public hearing.
- Planning Board must approve or deny the **Final Plan** within **45** days of the issuance of the Certificate of Completeness (unless the time clock is waived)
- Expires after **90** days if not recorded

PLANNING BOARD TIME CLOCKS

MAJOR SUBDIVISION

Master Plan

- Certificate of Completeness/Incompleteness must be issued within **25** days of submission (AO will have **10** days to certify a resubmitted application)
- Public Informational Hearing must be held (unless Master and Preliminary are combined)
- Planning Board must approve, approve with conditions or deny within **90** days of issuance of Certificate (unless time clock is waived by a written waiver from the applicant)
- Expires **1** year from approval

Preliminary Plan

- Certificate of Completeness/Incompleteness must be issued within **25** days of submission (AO will have **10** days to certify a resubmitted application)
- Technical review must be complete; comments/recommendations submitted
- Public Hearing must be held
- Planning Board must approve, approve with conditions, or deny within **90** days of issuance of Certificate (unless time clock is waived by a written waiver from the applicant)
- Expires **1** year from approval

Final Plan

- Certificate of Completeness must be issued within **25** days of submission (unless time clock is waived)
- Time clock may be extended to **45** days with written notice from AO to the applicant where the Final Plan contains changes or elements not included in the Preliminary Plan approval
- Planning Board must approve or deny within **45** days of the issuance of the Certificate
- Expires **1** year from approval
- The written Decision must be recorded in the land evidence records within **25** days following the Board's vote