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
  - **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
  - **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

Effective June 30, 2017
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

Effective June 30, 2017