

2010 Minor Site Plan Schedule*

*Minor site plans may be approved at staff level. However, if a minor site plan does not meet the Town's Ordinance's and/or other relevant plans, the site plan must go to the Planning Board and subsequently the Town Council for their final decision.



(1) Initial Submittal Date <i>No later than 5 p.m.</i>	(2) TRC Comments Forwarded to Applicant	(3) TRC Meeting Date (Time to be Determined)	(4) Re-submittal Date for Revised Plans <i>No later than 5 p.m.</i>	(5) Decision is made; staff level approval, back to TRC or to go to Planning Board/Town Council	(6) Planning Board Agendas Delivered (If no staff level approval of plan)	(7) Planning Board Meeting (4:30 p.m.)	(8) Town Council Meeting (7:00 p.m.)
Jan 4	Jan 25	Jan 28	Feb 12	Feb 25	Mar 1	Mar 8	Mar 16
Feb 1	Feb 22	Feb 25	Mar 12	Mar 25	Apr 5	Apr 12	Apr 20
Mar 1	Mar 22	Mar 25	Apr 16	Apr 29	May 3	May 10	May 18
Apr 5	Apr 26	Apr 29	May 14	May 27	Jun 7	Jun 14	Jun 15
May 3	May 24	May 27	Jun 11	Jun 24	Jul 6*	Jul 12	Jul 20
Jun 7	Jun 21	Jun 24	Jul 16	Jul 29	Aug 2	Aug 9	Aug 17
Jul 6*	Jul 26	Jul 29	Aug 13	Aug 26	Sep 7*	Sep 13	Sep 21
Aug 2	Aug 23	Aug 26	Sep 10	Sep 23	Oct 4	Oct 11	Oct 19
Sep 7*	Sep 20	Sep 23	Oct 15	Oct 28	Nov 1	Nov 8	Nov 16
Oct 4	Oct 25	Oct 28	Nov 5	Nov 18*	Dec 6	Dec 13	Dec 21
Nov 1	Nov 15	Nov 18*	Dec 3	Dec 16*	Jan 3	Jan 10	Jan 18
Dec 1*	Dec 13	Dec 16*	Jan 14	Jan 27	Feb 7	Feb 14	Feb 15

* Submittal dates changed due to holiday/scheduling.

- (1) Applicant submits minor site plan as indicated in the attached instructions by 5:00 p.m. on date indicated above.
- (2) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail or fax.
- (3) TRC meeting with applicant. Applicant notified of appointment date and time.
- (4) Applicant re-submits revised plans from TRC comments.
- (5) ***If plan complies with Section 2.3.6 (E) Standards, a notice of approval will be sent to applicant. 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.***
- (6) Planning Board agendas prepared and forwarded to Planning Board members.
- (7) Planning Board reviews the site plan and makes a recommendation to the Town Council.
- (8) Town Council will consider recommendations from the Planning Board and Planning Department Staff to make a final decision.