

## **APPENDIX A**

### **SUBDIVISION REVIEW PROCESSES AND FLOWCHART**

**Planning Board meetings are held the third Tuesday of each month, if required. All submission materials MUST be delivered to the Planning Department Office by 5:00 p.m. no later than 21 days prior to the meeting date. Any submission requirements not included in the application must either be listed as requested waivers (with explanation) or else the application will NOT be placed on the next Planning Board meeting agenda.**

#### **MINOR SUBDIVISION PROCESS:**

1. Application Completeness determined by Town Planner (See Appendix F)
2. Sketch Plan Review (Optional, but recommended)
3. Site Walk (if deemed necessary by Planning Board)
4. Public Hearing/Review of project until all requirements for approval have been met.

#### **MAJOR SUBDIVISION PROCESS:**

1. Mandatory Sketch Plan Review
2. Site Walk (if deemed necessary by Board)
3. Application Completeness for preliminary plan review determined by Town Planner (See Appendix F)
4. Preliminary Plan Review with public hearings until all requirements for preliminary approval have been met.
5. Preliminary Approval granted with Finding of Fact (and Conditions of Approval, if needed).
6. Final Plan Submission
7. Final Plan Review with public hearings until all requirements for final approval have been met.

#### **CONSERVATION SUBDIVISION PROCESS:**

For major or minor conservation subdivisions proposed within the Rural Residential 1 or 2 districts, the following steps apply:

1. Pre-application meeting with Town Planner and Code Enforcement Officer. §. 250-12 (A)
2. Planning Board workshop. §Sec. 250 – 13 (B)
3. Follow Steps for Minor or Major Subdivision.

**(Flowchart on reverse side)**

## SUBDIVISION PROCESSES FLOWCHART

*Note: The following flowchart illustrates the general procedures to be followed for all subdivision applications.*

