

CITY OF MARLBOROUGH MGL Chapter 43 D Expedited Permitting

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Local Expedited Permitting Process: Step by Step

Step 1: Determine Necessary Approvals

The City of Marlborough strongly encourages a pre application conference with the Site Plan Review Committee (City Planner; Conservation Officer; Building Commissioner; City Engineer; Police Chief; Fire Chief; Board of Health Director). In order to facilitate this process, the applicant should submit a conceptual site plan and project narrative outlining project scope, size, and sufficient detail to determine the level of required review through all jurisdictions. Applicants should contact the City Planner in order to arrange this pre application conference.

Once all required permits are identified, the City shall provide the applicant with all the necessary application forms. (Please note that simultaneously, the Applicant shall determine if any state reviews may be required or triggered and, if so, what information must be gathered and submitted to meet state permit submission requirements).

Step 2: Prepare Required Information

Applicant shall prepare all necessary architectural, site development, and/or environmental data in sufficient detail and with sufficient information to complete all applications to the City's satisfaction.

Step 3: Submit Permitting Applications

Applicant shall submit all completed applications to the Office of the City Planner.

Step 4: City Notification of Completeness

The City Planner, within 20 business days of receipt of the Application, shall notify the applicant by certified mail if it has determined the application to be complete. If the City fails to notify the applicant within 20 business days of its determination, then the application shall be deemed complete.

If the application is determined to be complete, the City's 180 calendar day review process of the application commences the following day.

If the application is considered incomplete, the City shall notify the applicant of any deficiencies in information which must be corrected and then re-submitted in order to be considered complete.

Step 5: City Conducts 180- Day review and Renders Decision

The City, and all the necessary permitting boards, shall commence their 180 day project review of the proposed development once a submitted application has been determined to be complete. On or before the 180 calendar day review period expires, the City's various permitting boards must make a determination and then notify the applicant as to whether: 1) A permit, license or approval is granted, 2) a permit, license or approval is denied, or 3) a permit, license or approval is conditionally granted. If any permit granting board fails to notify the applicant within this 180 day timeframe (or applicable extension) of its decision, the permit application pending before that board is automatically deemed approved.

Step 6: Applicant Files Affidavit Certifying a Grant of Approval if Decisions Are Not Rendered

As described in the previous step, if any permit granting board fails to

Notify the applicant within this 180 day timeframe of its decision, that specific permit application is deemed automatically approved. In such case, within 14 days after the expiration of the review period, the applicant shall file an affidavit with the City Clerk stating the facts giving rise to the grant of approval and stating that notice of the grant has been mailed to all parties to the proceedings.

Step 7: Applicant Corrects Deficiencies and Re-files Application if Permits Are Denied

If one or more permits are either denied or only conditionally approved, the applicant may seek to correct the application to meet the permitting board(s) objections, and then resubmit it for another round of reviews.

Step8: Appeal of Denial

Alternatively, if an applicant believes that a denial or conditional approval is unjustified, the applicant may appeal that denial or conditional approval.

Step 9: Applicant proceeds with Development Once All Permits and Approvals Are Granted

If all necessary permits, licenses and approvals are granted, the Applicant may proceed with project development.