Marlborough Planning Board

Procedure for Definitive Plans

[]Step 1	Application filed at the [] Planning Board Office [] Board of Health Office [] City Clerk's Office Application complete?	_No≯	① Preliminary plan filed? [] Yes [] No Return application to the	Date:
[] Step 2	Application completes	INO	applicant	Date:
	Yes			
[] Step 3	Put on next Planning Board Agenda - date of meeting:			
[] Step 4	Applicant presents plan to the Planning Board. Planning Board refers the plan to Engineering for review and sets date for public hearing - ① 90/135 day clock starts ending:			Date:
[] Step 5	Public hearing advertised ③ date of public hearing:			
[]Step6	Public hearing held, Engineering comments to the Planning Boad, along with the Board of Health and any other Departments as requested 4			
[] Step 7	Revisions requested?	_Yes▶	Applicant's Engineer provides revised plans to the Planning Board	Date:
[] Step 8	Public hearing closed, Planning Board takes action on any waiver requests and to approve, modify and approve, or deny the plan	Date:Board Action:		
[] Step 9	Planning Board notifieds the City Clerk and applicant of decision by certified mail	①If preliminary plan was filed, clock = 90 days If no prelminary plan was filed, clock = 135 days Note: For non-residental subdivisons, Preliminary plan is required		
[] Step 10	If plan approved, Planning Board receives sercurity from the applicant for the construction of ways and installation of municipal services and for the acceptance of the roadway as a public way	 ② For Planning Board to take final action by approving, modifying and approving, or disapproving plan. ③ By publication in a newspaper of general circulation in the City once in each of two successive weeks, first publication being not less than 14 days before the day of the public hearing, and by mailing a 		
[] Step 11	Planning Board endorses the plan following expiration of 20-day appeal period	copy of such advertisment to the applicant and to abuters who appear on the most recent tax list. 4 Planning Board may not take final action on definitive plan until after public hearing and after receving report of Board of Health (or lapse of 45 days after plan is filed without report from Board of Health).		