Marlborough Planning Board

Procedure for Limited Development - Step One - Speical Permit (MGL c. 40A)

[] Step 1	Pre-application review with Engineering				
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[] Step 2	Application filed at the [] Planning Board Office [] City Clerk's Office				Date:
[] Step 3	Application complete? Contains preliminary (conventional) plan and limited development subdivision plan	No⊳		cation to the icant	Date:
[] Step 4	Yes	1			
	Put on next Planning Board agenda- Date of meeting:				
[] Step 5	Applicant presents plan to the Planning Board. Planning Board refers the plan to Engineering for review and sets date for public hearing ①				Date:
[] Step 6	Public hearing advertised ②, date of public hearing:			1	
[] Step 7	Public hearing held, Engineering comments to the Planning Board at the following meeting, along with other Departments as requested				
[] Step 8	Revisions requested?	_Yes▶		's Engineer evised plans	Date:
[] Step o		103	-	eering	Date
[] Step 9	No Public hearing closed, 90 day clock to render decion starts, ending:				
		1			Date:
[] Step 10	Planning Board takes action to approve, or deny the special permit				
[] Step 11	Planning Board files decision and record of proceeding with the City Clerk within 14 days of decision ③			Board	Action:
[] Step 12	Planning Board mails notice of decision to applicant and parties in interest, and ensures that the notice specifies that appeals shall be filed within 20 days after the filing of the decision with the City Clerk	 ① Which must comment within 65 days from the date of filing of application. ② 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, notice of hearing mailed to parties in interest. 			
[] Step 13	If approved, applicant can proceed to -	③ Decision and record of proceedings must be filed prior to expiration of 90 day clock, regardless of this 14 day period.			