Marlborough Planning Board

Procedure for Open Space - Step One - Speical Permit (MGL c. 40A)

[]Step 1	Pre-Application Review with Conservation and Engineering	
[] Step 2	Application filed at the following offices [] Planning Board [] City Clerk's [] Board of Health [] Conservation	Date:
[] Step 3	Application complete? Contains preliminary (conventional) plan and open space plan	—No▶ Return application to the applicant Date:
	Yes	
[] Step 4	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:
	public freating ©	
[] Step 6	Public hearing advertised ②, date of public hearing:	
	•	
[] Step 7	Public hearing held, Engineering comments to the Planning Board at the following meeting, along with the Board of Health Conservation Department	
	conservation Department	Applicant's Engineer
[] Step 8	Revisions requested?	Applicant's Engineer —Yes▶ provides revised plans Date:
	No	to Engineering
[] Step 9	Public hearing closed, 90 day clock to render decion starts, ending:	
[] Cton 10	Planning Board takes action to approve, or	Date:
[] Step 10	deny the special permit	Board Action:
[] Step 11	Planning Board files decision and record of proceeding with the City Clerk within 14 days of decision ③	
[] Step 12	J. 0.5 35511 5	① Which must comment within 65 days from the date of filing
	Planning Board mails notice of decision to	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.
	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	
	If approved, applicant can proceed to -	③ Decision and record of proceedings must be filed prior to
[] Step 13	Step Two (Definitive Subdivision)	expiration of 90 day clock, regardless of this 14 day period.