

**SITE PLAN REVIEW APPLICATION  
APPROXIMATE TIMELINE**

	<u>WEEK</u>
1. Pre-Application meeting with Dept. Heads (1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays at 9:30 am)	1
2. Submit complete application to Planning Department (must be submitted by date provided on "Public Hearing Dates" document available @ Planning Dept.)	2
3. Planning Board is notified and a date is set (Planning Board meets every 2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday)	2
4. Plans are forwarded to all Departments for review & comment	2
5. The public hearing notice is publicized (The Planning Board Staff arranges for publication of a public hearing notice. The petitioner is responsible for the cost of publication. A two-week notice period is required.)	3-4
6. The public hearing is held (if two meetings are necessary)	5-7
7. A site visit and/or balloon flying may be planned. (if necessary will be held prior to second session of hearing)	6-7
8. Planning Board makes decision (After the public hearing closes, the Planning Board has 90 days after the hearing to make decision)	7
9. Appeals Period (20 Days)	7-10
10. Building Permit may be applied for	11