

APPENDIX B  
Procedural Flowcharts on Plan Submittals

June 2007

B-01

NOTICE  
REGARDING INFORMATION SUBMITTAL  
DARTMOUTH PLANNING DEPARTMENT

In order for Planning Staff to properly review and comment on information to be presented to the Planning Board, all such information shall be received in the Planning Office one week prior to the meeting at which it is to be presented to the Planning Board.

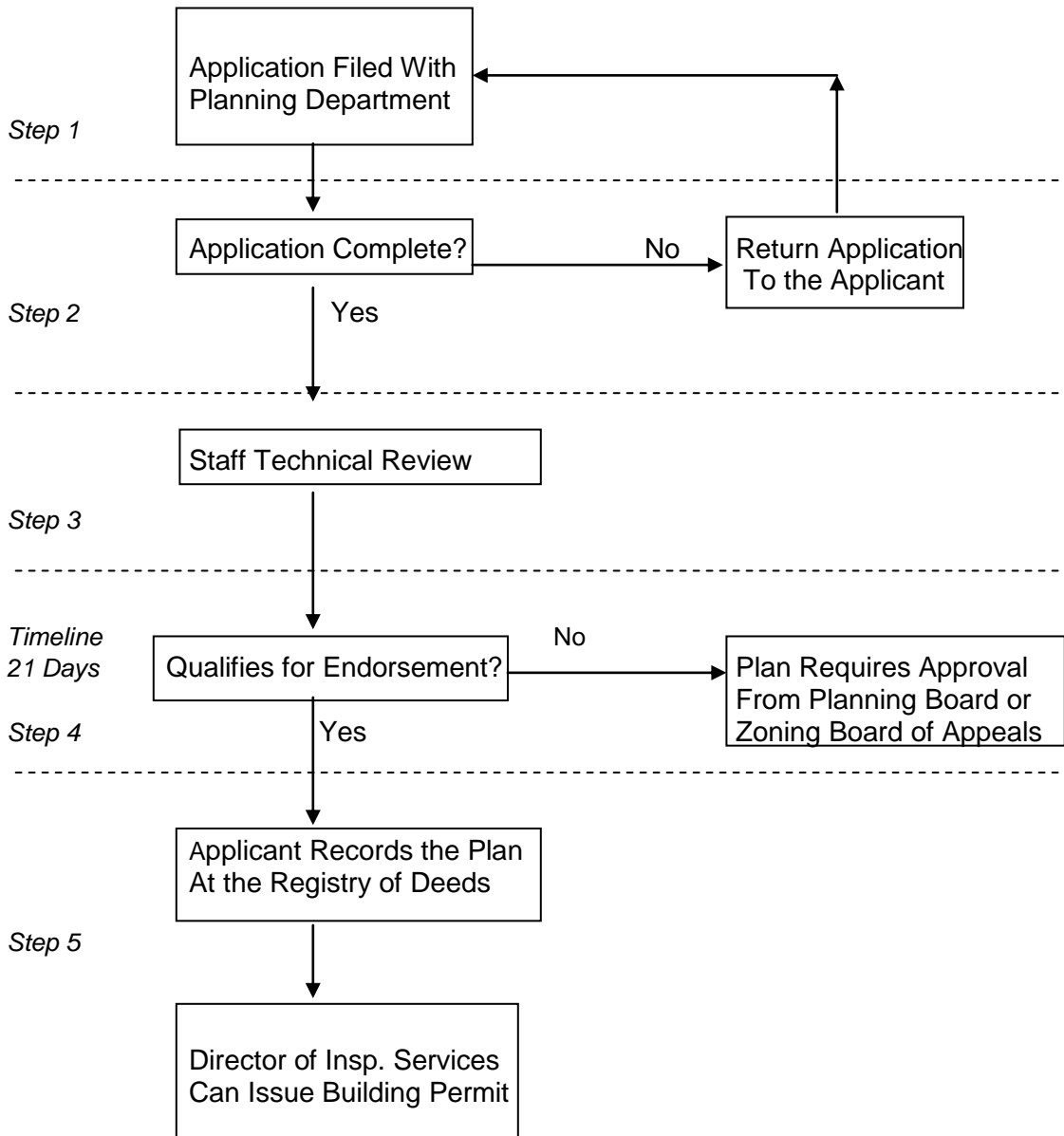
Information which needs comment from other departments such as, but not limited to, the Department of Public Works, Board of Health, Building Department, Drainage Consultant, Conservation Commission, etc. must be received in the Planning Office four weeks prior to the meeting at which it is to be presented to the Planning Board.

Required written comment reports from these other departments must be received in the Planning Office one week prior to the meeting at which it is to be presented to the Planning Board. A meeting will not be scheduled prior to the end of that comment period.

**Failure to meet these deadlines may result in a staff recommendation to delay Planning Board action on the information submitted.**

# Procedure for Approval Not Required (ANR) Plans

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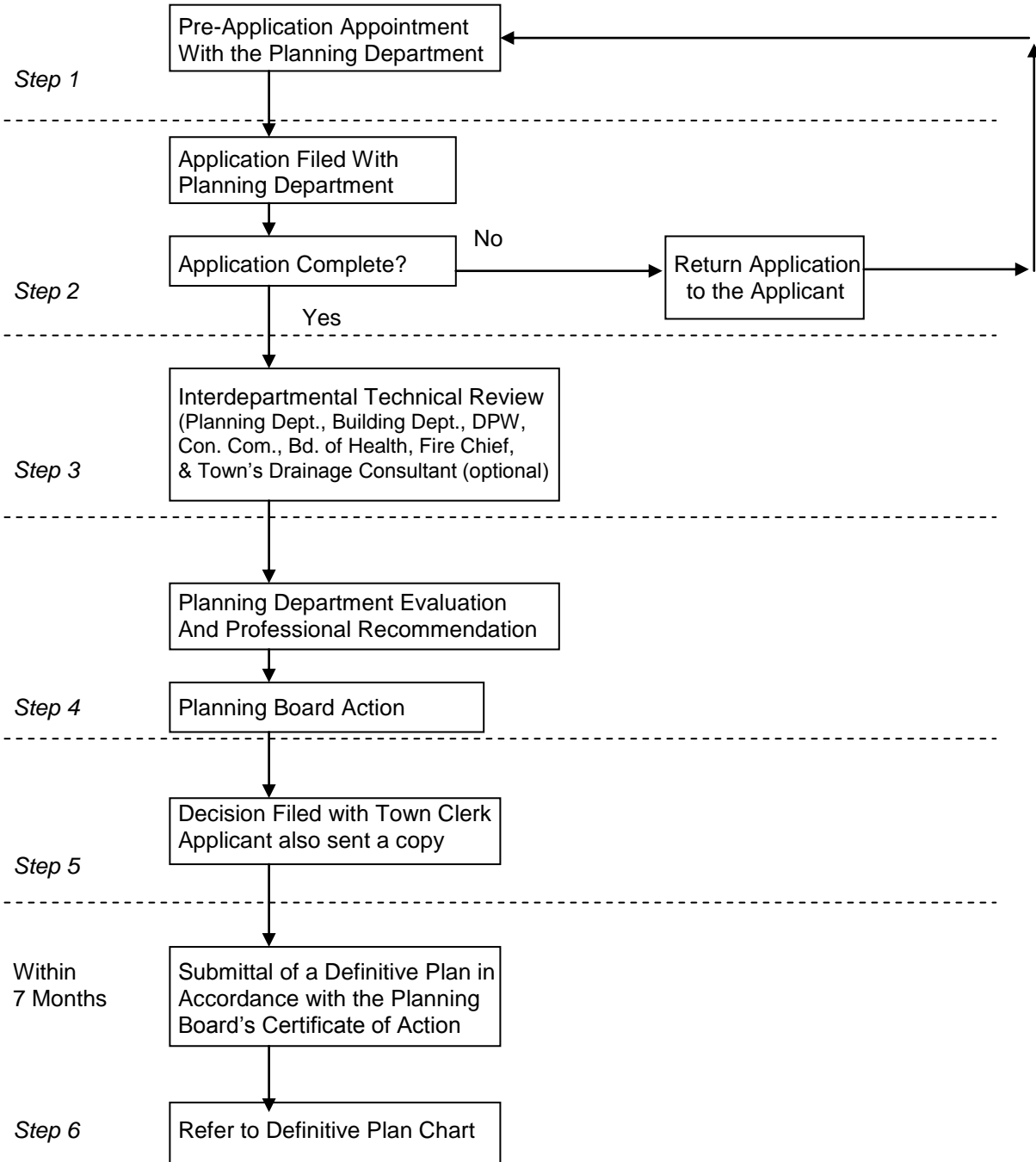


## *Procedure for Approval Not Required (ANR) Plans*

- STEP 1 The applicant submits to the Planning Department two (2) properly completed Form A applications (See Appendix A of the Subdivision Regulations), one original plan suitable for recording at the Bristol County (S.D.) Registry of Deeds, seven prints of the original, a filing fee of \$100.00 plus \$100.00 per buildable lot, and if an Estate Lot ANR or OSRD ANR the appropriate covenant.
- STEP 2 The Planning Department will review the application and plan to determine that all materials and information filed in STEP 1 are complete and appropriate (refer to Section 1.000 of the Subdivision Regulations). The application will be returned with a checklist indicating noncompliances if the application package is incomplete.
- STEP 3 The Planning Department will conduct a technical review of the plan and determine if it meets the frontage and access requirements of M.G.L., Chapter 41, Section 81-L, Section 81-M, and Section 81-P, as well as the zoning district(s) where the property is located.
- STEP 4 The plan will be presented to the Planning Board at a regularly scheduled meeting, and the Planning Board will take action on the plan. If the Board withholds endorsement, a letter detailing the reasons will be transmitted to the Town Clerk and the applicant within 21 days of the submittal date.
- STEP 5 Once the Board has endorsed the plan, it is the applicant's responsibility to record it and any applicable covenants at the Bristol County (S.D.) Registry of Deeds within six (6) months. Once the plan is recorded, the Director of Inspectional Services can issue building permits.

For more information on this process, contact the Planning Department at 508.910.1816.

# Procedure for Preliminary Subdivision Plans



## *Procedure for Preliminary Subdivision Plans*

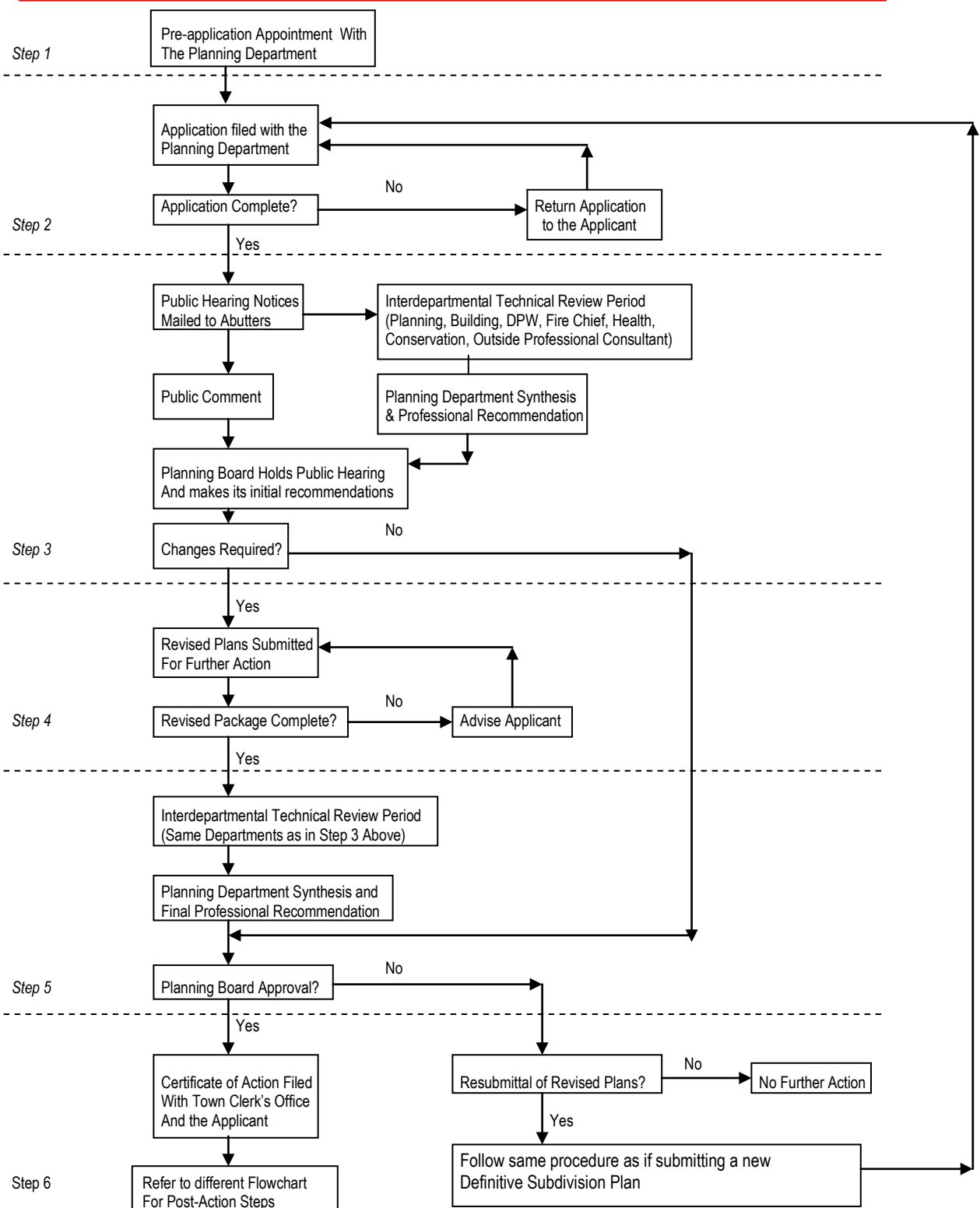
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- STEP 1 Prior to filing a formal application, the applicant requests a pre-application appointment with the Planning Department to discuss concepts and issues related to the proposal.
- STEP 2 The applicant submits to the Planning Department two (2) completed copies of Form B (See Appendix A of the Subdivision Regulations), seven prints of the plans, and a filing fee of \$500.00 plus \$100.00 per buildable lot. The application package will be reviewed to determine if all information and materials are complete and appropriate (refer to Section 2.000 of the Subdivision Regulations). The application will be returned with a checklist indicating noncompliances if the application package is found to be incomplete.
- STEP 3 The necessary information from the application package submitted in STEP 2 will be distributed for an interdepartmental technical review for compliance and general comment on the proposal.
- STEP 4 The results of the interdepartmental review will be evaluated by the Planning Department and presented to both the Planning Board and the applicant at a regularly scheduled meeting only. The applicant is strongly encouraged to attend this meeting to discuss any issues. The Planning Board will then take an action on the plan within 45 days of the submittal date, unless a time extension is received.
- STEP 5 The Planning Board's Certificate of Action will be filed with the Town Clerk. A copy will also be sent to the applicant.
- STEP 6 The applicant may then proceed to submit a Definitive Subdivision Plan under Section 3.000 of the Subdivision Regulations.

**NOTE: All applicants proposing non-residential subdivision plans must file a Preliminary Plan prior to proceeding with a Definitive Plan. A Preliminary Plan is also strongly recommended for residential plans, but is not required.**

For more information on this process, please contact the Planning Department at 508.910.1816.

# Procedure for Definitive Subdivision Plans





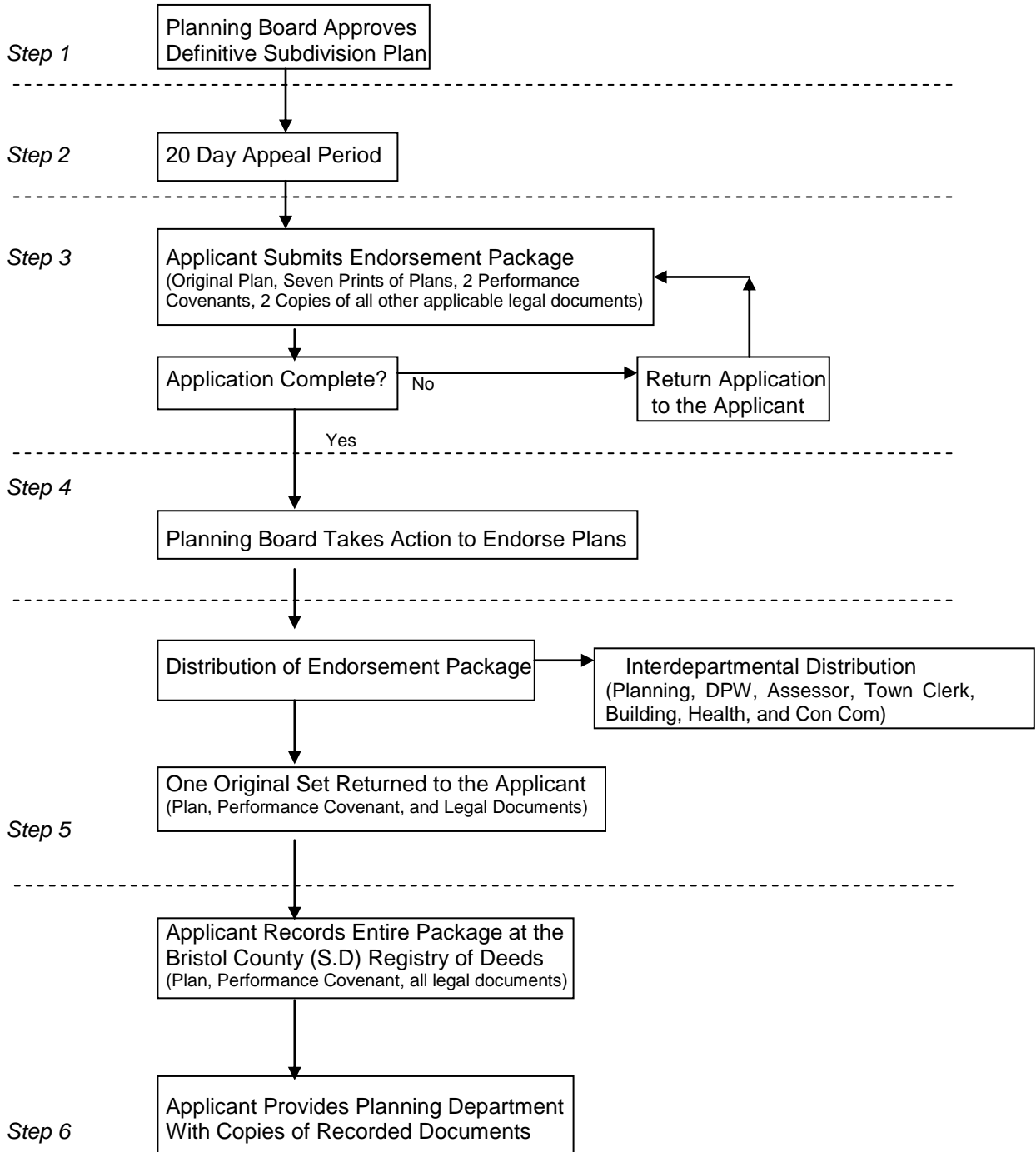
## *Procedure for Definitive Subdivision Plans*

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- STEP 1 Prior to filing a formal application, the applicant requests a pre-application appointment with the Planning Department to discuss issues and concepts related to the proposal. It is strongly recommended that the applicant first submit a Preliminary Plan before submittal of a Definitive Plan.
- STEP 2 The applicant makes a formal application to the Planning Department. This application package shall conform with Section 3.000 of the Subdivision Regulations. The application package will be checked in the Planning Department for compliance with the submittal requirements as set forth in Sections 3.100 and 3.200 of the Subdivision Regulations. If the plans do not comply with the submittal requirements, the entire application package will be returned to the applicant and will not be deemed submitted.
- STEP 3 The plans submitted in STEP 2 will be distributed to various Town departments and the Town's drainage consultant for an initial interdepartmental technical review. Only the plans submitted in STEP 2 will be reviewed; subsequent submissions will not be considered until after the initial public hearing. Concurrently, all legal abutters will be notified and a public hearing will be scheduled for a subsequent regularly scheduled meeting (usually three or four weeks out). The results of the technical reviews will be synthesized by the Planning Department and presented to the Planning Board at the public hearing. The Planning Board will then either take action or recommend changes to the plan at the public hearing. It is strongly recommended the applicant be present at the public hearing to participate in the discussion. The public hearing will then be closed, unless there is need to continue the public hearing.
- STEP 4 The applicant makes the necessary changes to the plans (and encouraged to talk to the various departments to understand issues) and then resubmits for a second and final technical review. When the revisions are received in the Planning Department, a submittal review similar to the one conducted in STEP 2 will be conducted for compliance with the Subdivision Regulations and the recommendations of the Planning Board.
- STEP 5 Once received, the plans will be redistributed to the reviewing departments for a final interdepartmental technical review. The Planning Department will then conduct a final synthesis and recommendation to the Planning Board, which will be presented to both the applicant and the Planning Board at a subsequent regularly scheduled meeting. Based on all input received to that point, the Planning Board will then render a final decision on the plan within 135 days of plan submittal (90 days if a Preliminary Plan was acted on) unless a time extension is received.
- STEP 6 If the plan is approved, the Certificate of Action will be filed with the Town Clerk, with a copy also sent to the applicant. The applicant can then proceed to have the plans endorsed if no appeal is filed in the subsequent twenty (20) days (See Flowchart regarding Definitive Plan Endorsement for more information).

Should the plan be denied, a Certificate of Action will be filed with the Town Clerk, with a copy sent to the applicant. The applicant may then either discontinue subdivision efforts, or refile a new application in accordance with Section 3.000 of the Subdivision Regulations.

## Procedure for Endorsement of a Definitive Plan



*Procedure for Endorsement of a Definitive Plan*

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- STEP 1 The Planning Board approves the plans.
- STEP 2 The twenty-day appeal period affords aggrieved parties the opportunity for due process in the court system. If the project is appealed, endorsement cannot take place until either the case is settled or the court orders the endorsement.
- STEP 3 The applicant submits an endorsement package within six months of the Planning Board's approval of the plan. The Planning Department will check to ensure the endorsement application package is complete; if it is not, it will be returned to the applicant with a checklist of noncompliances. Once received, the Town Clerk will certify that no appeal has been taken, and the endorsement will be placed on the next available Planning Board agenda.
- STEP 4 The Planning Board, by formal action, endorses the plan.
- STEP 5 The Planning Department distributes copies of the plans to the necessary Town departments, and returns the original documents to the applicant.
- STEP 6 The applicant then has six months from the date of the Planning Board's endorsement to record the plans and all related legal documentation at the Bristol County (S.D.) Registry of Deeds. Fees are the applicant's responsibility.

Once the plans and legal documents are recorded, the applicant provides the Planning Department with copies of each recorded document with the book and page number clearly shown.

