

PLANNING BOARD (PB) SUBMITTAL DEADLINES & FEES

Planning Board meetings are regularly scheduled for the **first** and **third Tuesdays** of each month. (Please check with the Code Office to make sure circumstances have not precipitated a change in the schedule.)

- ***Site Plan, Subdivision, Change of Use (requiring PB approval), Special Exception & Conditional Use Review:***

A completed application and fee for Site Plan, Subdivision, Change of Use, Special Exception, and Conditional Use Review shall be submitted (to the Code Office) **21 days prior** to the first meeting of the month. (**NO NEW Site Plans, Subdivisions, Changes of Use, Special Exceptions or Conditional Uses will be heard at the second meeting of the month unless otherwise determined by the Planning Board.**)

Eight (8) copies of all Plans, Department Head Sign Off Sheet and any other pertinent information being submitted for the above noted reviews shall be submitted (to the Code Office) **14 days prior** to the first meeting of the month.

- ***Expansion, Relocation and Reconstruction or Replacement of Non Conforming Structures Requiring Site Plan Review:***

A completed application and fee, Department Head Sign-Off Sheet, and plans (8 copies of all information) for Expansion, Relocation and Reconstruction or Replacement of Non Conforming Structures, and Home Occupations only shall be submitted (to the Code Office) **10 days prior** to either the first or second meeting of the month. **Deadlines for either meeting shall be met accordingly.**

After the applicant's first meeting, any additional information requested by the Board shall be submitted (to the Code Office) **6 days prior** to the next regularly scheduled meeting.

NOTE: ANYONE NOT MEETING SUBMISSION DEADLINES FOR A PARTICULAR MEETING (WITH THE REQUIRED NUMBER OF COPIES) WILL BE HEARD AT A RELEVANT, SUBSEQUENT MEETING PROVIDED THOSE DEADLINES ARE MET.

SUBDIVISION REVIEW FEES:

Subdivision Review	For projects involving one lot with multi-family dwellings (apartments) where both Site Plan and Subdivision Review are required, only Site Plan Review fees shall apply.
Pre-application meeting	\$60
Public Hearing Fee	\$150
Preliminary Plan, all but one lot fronting existing street ⁷	\$160 plus \$60 per lot or per dwelling unit ⁸
Final Plan, all but one lot fronting existing street ⁹	\$50 per lot or per dwelling unit
Preliminary Plan, with new street(s) creating lot frontage ⁹ or serving multiple homes on commonly owned land	\$160 plus \$110 per lot or per dwelling unit
Final Plan, with new street(s) creating lot frontage ⁸	\$50 per lot or per dwelling unit
Amendment to property line(s), or other revisions in approved subdivision (not creating new lots) ¹⁰	\$110
⁷ Permits one flag (rear) lot. ⁸ Commonly owned land or duplex, \$50 each dwelling. ⁹ Streets which are likely to be accepted by the City. Not access drive to multi-family dwelling. ¹⁰ Scaled back PC review, but must be recordable plan.	