

Town of Salisbury Planning Board Site Plan Review Process

Date Completed

The Applicant shall meet with the Building Inspector and a member of the Planning Department staff to determine site plan review applicability, review the application process and establish expectations.

Applicant prepares and submits the following documents for a pre-filing review to the departments listed in **Attachment 4** in the Site Plan Review Application:

1. 10 complete copies of the required application and supplemental forms.
2. 10 copies of site plans (24" x 36") as specified in the Planning Board Rules and Regulation.
3. 2 copies of the stormwater analysis, if applicable.
4. Electronic copies (PDF) of all application, forms and plans.

After receipt of application, a department head meeting will take place to review and comment on the site plans and application content.

Town staff has 14 working days to review and submit comments to the Applicant.

Before Applicant files for site plan review with the Planning Board, the Applicant shall submit one copy of all application materials to the Planning Department to check for completeness. Planning Department has 7 working days to check for completeness.

After the Planning Department confirms the completeness of the application, the following materials shall be submitted to the Planning Department and subsequently stamped by the Town Clerk:

1. 8 complete copies of application and supplemental forms, as applicable.
2. 8 complete copies of site plans
3. 3 complete copies of stormwater analysis, if applicable.
4. Electronic copies of all submitted materials.
5. Application and project review fees.
6. Abutters list

PRE-FILING PROCESS

This process is two-fold: to inform the Applicant about the site plan review process and to ensure the application meets the Planning Board's criteria in accordance with their Rules and Regulations for Site Plan Review.

FILING FOR SITE PLAN REVIEW

An application will only be accepted if it is determined complete by the Planning Department.

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After the Applicant successfully files for Site Plan Review with the Planning Board, a public hearing shall be scheduled.

If the Applicant filed for a minor site plan review, a public hearing is not required and the application will be placed onto the Planning Board's agenda within 30 days of the date the complete application was filed with the Town Clerk.

If the Applicant filed for a major site plan review, the application will be placed on the Planning Board's agenda within 30 days of the date the completed application was filed with the Town Clerk. The Planning Department shall send written notice by first class mail to all abutters. Legal advertisement and postage shall be paid by applicant.

SCHEDULING A PUBLIC HEARING

This process is the mechanism that places the site plan application on the Planning Board's meeting agenda.

Before the public hearing takes place, the Planning Board's peer review engineer will conduct his review and submit his comments.

BEFORE PUBLIC HEARING

Depending on the type of site plan application (major or minor), the Planning Board is required to render a decision within a prescribed amount of time.

If the application is a major site plan, the Planning Board has 60 days from the opening of the public hearing to file a decision with the Town Clerk.

If the application is a minor site plan, the Planning Board has 45 days from the date the application was stamped by the Town Clerk to file a decision with the Town Clerk.

PUBLIC HEARING