

To: Applicants for Site Plan Approval

From: Maureen G. Valente, Town Manager

Subject: Hearing Procedure for Site Plan Review

To assist applicants for site plan approval in preparing for the Board of Selectmen's public hearing, provided below is an outline of the Selectmen's hearing process and the information to be provided and covered by the applicant or his representatives.

The hearing process:

1. The Town Manager and/or Town Planner will introduce the subject matter and summarize reports and data received from Town officials and boards. (See Rules and Regulations for the list of officials and boards who will be asked for comment and recommendations on the site plan.) Copies of these reports will be provided to the applicant prior to the hearing.
2. The applicant will be requested to provide an explanation and overview of the project.
  - \*Present a 5-10 minute overview.
  - \*Be prepared to show a plan and architectural drawings, which the Selectmen, audience, and cable viewers can see. Plans mounted on a foam board make a better presentation on the provided easel.
3. The applicant will go through the concerns raised by staff and boards and respond to each.
4. The Chairman will invite the public to ask questions. You should be prepared for neighbors to attend and ask questions.
5. Individual Selectmen will ask questions and make comment and recommendations.
6. Please expect at least two hearing sessions with the Board of Selectmen. At a minimum, there will be an initial hearing and a second meeting to vote on a decision. Often additional hearings are required to receive and consider additional information or plan revisions.
7. Any new materials must be received in the Selectmen's Office by Noon on the Friday before the scheduled hearing to allow the Board of Selectmen and staff time to review. Materials submitted at a Selectmen's meeting will not be considered during that hearing.

My office staff and I, in addition to all Town staff, are available to assist and guide you in completing the site plan review. We appreciate being kept informed as you work with other boards and staff during the review process.

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Maureen G. Valente, Town Manager

5/6/02