



**RECORD OF SUBMISSION AND SCHEDULE OF MEETINGS**

The schedule of dates and meetings outlined below shall be completed by the Director of Planning and the Town Clerk and forwarded to the applicant within 10 days of receipt of a complete application.

- \_\_\_\_\_ Date "completeness" is certified
- \_\_\_\_\_ Date of first Planning Board Meeting
- \_\_\_\_\_ Date(s) of subsequent Planning Board Meeting(s) – *all listed meeting dates may not be necessary based on the complexity of the application*
- \_\_\_\_\_ Date Planning Board recommendation must be forward to the Town Council – *must be no more than 45 days from "completeness"*
- \_\_\_\_\_ Date by which Public Hearing must begin – *must be no more than 65 days of receipt of recommendation from Planning Board*

The Town shall notify the applicant as to when the application is scheduled for review by the Town Council, Planning Board, or any other Board or Commission no later than 7 days before the meeting.

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**FOR INTERNAL RECORD KEEPING ONLY**

- \_\_\_\_\_ Date of Town Council Order of Notice
- \_\_\_\_\_ Newspaper Advertisement Dates – *3 weeks*
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ Date(s) of Public Hearing – *must be within 65 days of PB recommendation*
- \_\_\_\_\_
- \_\_\_\_\_ Date of Town Council Closure of Public Hearing
- \_\_\_\_\_ Date of Town Council decision – *must be within 45 days of closure of the Public Hearing*