

**MATERIAL SUBMISSION POLICY**  
**ADOPTED BY THE NORWELL PLANNING BOARD**

*(Shown as revised and voted September 14, 2016)*

TOWN OF NORWELL  
TOWN CLERK

2016 SEP 26 AM 9:03

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Technical Review Materials: Revised plans or other materials that require technical review shall be submitted at least three weeks in advance of the meeting at which the materials are to be discussed by the Board. Deadlines for specific meetings are indicated below. The applicant is responsible for delivering the plans and materials to the Planning Office **and** to the Board's technical consultant.

If materials are not timely submitted or the established review fee account is not adequately funded before the submittal deadline, the Planning Board will not consider the material and the applicant shall obtain a continuance to allow proper time for review. The purpose of this rule is to allow the Board's technical consultant at least two weeks to review materials and then provide the Board with a week before the hearing at which the material will be heard.

Non-Technical Review Materials: Materials that do not require technical review shall be submitted by 12:00 P.M. on the Friday prior to the week of the Planning Board meeting.

*The Board reserves the right to require additional review time for particularly complex or voluminous submissions.*