



*Office of Planning Board*

**TOWN OF NORWELL – COUNTY OF PLYMOUTH**

Planning Department  
Norwell Town Offices, Room 112  
345 Main Street  
Norwell, Massachusetts 02061  
Phone: (781) 659-8021  
Fax: (781) 659-7795  
[www.townofnorwell.net](http://www.townofnorwell.net)

**MATERIAL SUBMISSION POLICY AND 2023 MEETING SCHEDULE**

**I. MATERIAL SUBMISSION POLICY:**

**The Applicant** is responsible for delivering all materials to both the Planning Office **and**, when technical review is required, to the Planning Board's Peer Review Consultant.

**Plans and Materials shall be submitted in physical and digital formats.** Digital-only submissions on deadline dates are **not** accepted.

**A. Technical Review Materials:**

Plans and other materials that require technical review shall be submitted at least three (3) weeks in advance of the meeting at which the materials are to be discussed by the Planning Board. Deadlines for specific meetings are indicated below.

One full sized copy of plans and materials and six reduced sized plan sets shall be provided to the Planning Office. In addition, one full sized copy of plans and all materials shall be provided to the Board's Peer Review Consultant.

If materials are not timely submitted, or the established review fee account is not adequately funded before the submittal deadline, then either the Applicant shall seek and obtain a continuance to allow proper time for review or the matter will be denied for lack of compliance with the submission requirements.

The purpose of this rule is to allow the Planning Board's Peer Review Consultant two weeks to review plans and materials and to perform any necessary inspection and to prepare and provide the Planning Board and the Applicant with a peer review report and also provide the Planning Board with one week to review the plans and materials and the peer review report before the Planning Board reviews the matter at a meeting or hearing.

**B. Non-Technical Review Materials:**

Materials that do not require technical review shall be submitted not later than noon on the Wednesday prior to the week of the Planning Board meeting at which the matter is to be heard.

*Please Note:*

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

**II. 2023 PLANNING BOARD MEETING SCHEDULE**  
 (1<sup>st</sup> and 3<sup>rd</sup> Wed./each month @7 pm, but dates (and deadlines) may change.)

<u>Meeting Date</u>	<u>Deadline for Submission for Materials Requiring Technical Review</u>
January 4, 2023	December 14, 2022
January 18, 2023	December 28, 2022
February 1, 2023	January 11, 2023
February 15, 2023	January 25, 2023
March 1, 2023	February 8, 2023
March 15, 2023	February 22, 2023
April 5, 2023	March 15, 2023
April 19, 2023	March 29, 2023
May 3, 2023	April 12, 2023
May 17, 2023	April 26, 2023
June 7, 2023	May 17, 2023
June 21, 2023	May 31, 2023
July 5, 2023	June 14, 2023
July 19, 2023	June 28, 2023
August 2, 2023	July 12, 2023
August 16, 2024	July 26, 2023
September 6, 2023	August 16, 2023
September 20, 2023	August 30, 2023
October 4, 2023	September 13, 2023
October 18, 2023	September 27, 2023
November 1, 2023	October 11, 2023
November 15, 2023	October 25, 2023
December 6, 2023	November 15, 2023
December 20, 2023	November 29, 2023