



TOWN OF NORWELL
 Planning Department
 Norwell Town Offices, Room 112
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 Norwell, Massachusetts 02061
 (781) 659-8021

Office of the Planning Board

MATERIAL SUBMISSION POLICY

Technical Review Materials: Revised plans or 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. **The Applicant** is responsible for delivering the plans and materials to the Planning Department **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 Planning Board’s technical consultant at least two (2) 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.

2018 PLANNING BOARD MEETING SCHEDULE

Meetings are generally held on the **second and fourth Wednesday of each month at 7:00 p.m.**

The meeting dates set forth below are scheduled, but are subject to change, in which case the deadlines would change as well.

<u>Meeting Date</u>	<u>Deadline for Submission of Revised Materials Requiring Technical Review</u>
January 10 th 2018	December 20 th 2018
January 24 th 2018	January 3 rd 2018
February 14 th 2018	January 24 th 2018
February 28 th 2018	February 7 th 2018
March 14 th 2018	February 21 st 2018
March 28 th 2018	March 7 th 2018

Meeting Date

**Deadline for Submission of Revised
Materials Requiring Technical Review**

April 11 th 2018	March 21 st 2018
April 25 th 2018	April 4 th 2018
May 9 th 2018	April 18 th 2018
May 23 rd 2018	May 2 nd 2018
June 13 th 2018	May 23 rd 2018
June 27 th 2018	June 6 th 2018
July 11 th 2018	June 20 th 2018
July 25 th 2018	July 4 th 2018
August 8 th 2018	July 18 th 2018
August 22 nd 2018	August 1 st 2018
September 12 th 2018	August 22 nd 2018
September 26 th 2018	September 5 th 2018
October 10 th 2018	September 19 th 2018
October 24 th 2018	October 3 rd 2018
November 14 th 2018	October 24 th 2018
November 28 th 2018	November 7 th 2018
December 12 th 2018	November 21 st 2018
December 26 th 2018	December 5 th 2018