



**TOWN OF NORWELL**  
 Norwell Town Offices, Room 112  
 345 Main Street  
 Norwell, Massachusetts 02061  
 (781) 659-8021

*Office of Planning Board &  
 Town Planner*

**MATERIAL SUBMISSION POLICY**

**Technical Review Materials:** Revised plans or other materials that require technical review shall be submitted by **5:00 PM** 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 and account for observed holidays. **The Applicant** is responsible for delivering the plans and materials to Town Planner **and** to the Planning Board’s Engineer. Materials shall be submitted in physical **and** digital formats simultaneously. Digital-only submissions on deadline dates are **not** accepted.

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 Engineer at least two (2) weeks to review materials and then provide Town Planner with one (1) week to review materials 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. Materials shall be submitted in physical **and** digital formats.

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

**2019 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.*

<b><u>Meeting Date</u></b>	<b><u>Deadline for Submission of Revised Materials Requiring Technical Review</u></b>
January 9 <sup>th</sup> 2019 .....	December 17 <sup>th</sup> 2018
January 23 <sup>rd</sup> 2019 .....	January 2 <sup>nd</sup> 2019
February 13 <sup>th</sup> 2019 .....	January 23 <sup>rd</sup> 2019
February 27 <sup>th</sup> 2019 .....	February 5 <sup>th</sup> 2019
March 13 <sup>th</sup> 2019 .....	February 20 <sup>th</sup> 2019
March 27 <sup>th</sup> 2019 .....	March 6 <sup>th</sup> 2019

<u>Meeting Date</u>	<u>Deadline for Submission of Revised Materials Requiring Technical Review</u>
April 10 <sup>th</sup> 2019 .....	March 20 <sup>th</sup> 2019
April 24 <sup>th</sup> 2019 .....	April 2 <sup>nd</sup> 2019
May 8 <sup>th</sup> 2019 .....	April 17 <sup>th</sup> 2019
May 22 <sup>nd</sup> 2019 .....	May 1 <sup>st</sup> 2019
June 12 <sup>th</sup> 2019 .....	May 21 <sup>st</sup> 2019
June 26 <sup>th</sup> 2019 .....	June 5 <sup>th</sup> 2019
July 10 <sup>th</sup> 2019 .....	June 18 <sup>th</sup> 2019
July 24 <sup>th</sup> 2019 .....	July 2 <sup>nd</sup> 2019
August 14 <sup>th</sup> 2019 .....	July 24 <sup>th</sup> 2019
August 28 <sup>th</sup> 2019 .....	August 7 <sup>th</sup> 2019
September 11 <sup>th</sup> 2019 .....	August 20 <sup>th</sup> 2019
September 25 <sup>th</sup> 2019 .....	September 4 <sup>th</sup> 2019
October 9 <sup>th</sup> 2019 .....	September 18 <sup>th</sup> 2019
October 23 <sup>rd</sup> 2019 .....	October 1 <sup>st</sup> 2019
November 13 <sup>th</sup> 2019 .....	October 23 <sup>rd</sup> 2019
<b>No Meeting</b> .....	<b>No Meeting</b>
December 11 <sup>th</sup> 2019 .....	November 18 <sup>th</sup> 2019
<b>No Meeting</b> .....	<b>No Meeting</b>

*Should a meeting be cancelled for any reason,  
the entire agenda will be heard at the next Planning Board meeting.*