



Office of Planning Board

TOWN OF NORWELL – COUNTY OF PLYMOUTH

Planning Department
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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.

2020 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 8 th 2020	December 16 th 2019
January 22 nd 2020	December 30 th 2019
February 12 th 2020	January 22 nd 2020
February 26 th 2020	February 4 th 2020
March 11 th 2020	February 19 th 2020
March 25 th 2020	March 4 th 2020

<u>Meeting Date</u>	<u>Deadline for Submission of Revised Materials Requiring Technical Review</u>
April 8 th 2020	March 18 th 2020
April 22 nd 2020	March 31 st 2020
May 13 th 2020	April 22 nd 2020
May 27 th 2020	May 5 th 2020
June 10 th 2020	May 19 th 2020
June 24 th 2020	June 3 rd 2020
July 8 th 2020	June 16 th 2020
July 22 nd 2020	June 30 th 2020
August 12 th 2020	July 22 nd 2020
August 26 th 2020	August 5 th 2020
September 9 th 2020	August 18 th 2020
September 23 rd 2020	September 1 st 2020
October 14 th 2020	September 23 rd 2020
October 28 th 2020	October 6 th 2020
November 11 th 2020	October 21 st 2020
No Meeting	No Meeting
December 9 th 2020	November 17 th 2020
No Meeting	No Meeting