



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.