

Planning Board Calendar 2018

| Planning Board Meeting/Hearing* | Application Submission Deadline** | PEER Architectural Review Committee (PARC) | Comments From Departments & PARC Sent to Applicant | Sign Pick-up & Posting By Applicant*** | Applicant Submits Amended Plans | Notification to Abutting Property Owners | Planning Board Technical Meeting | Planning Board Meeting/Hearing |
|---------------------------------|-----------------------------------|--|--|--|---------------------------------|--|----------------------------------|--------------------------------|
| January 23 | December 4 | December 14 | December 19 | January 8 | January 8 | January 12 | January 19 | January 23 |
| February 27 | January 8 | January 18 | January 23 | February 9 | February 9 | February 16 | February 23 | February 27 |
| March 27 | February 5 | February 15 | February 20 | March 12 | March 12 | March 16 | March 23 | March 27 |
| April 24 | March 5 | March 15 | March 20 | April 9 | April 9 | April 13 | April 20 | April 24 |
| May 22 | April 9 | April 19 | April 24 | May 7 | May 7 | May 11 | May 18 | May 22 |
| June 26 | May 7 | May 17 | May 22 | June 11 | June 11 | June 15 | June 22 | June 26 |
| July 24 | June 11 | June 21 | June 26 | July 9 | July 9 | July 13 | July 20 | July 24 |
| September 25 | August 6 | August 16 | August 21 | September 10 | September 10 | September 14 | September 21 | September 25 |
| October 23 | September 10 | September 20 | September 25 | October 5 | October 5 | October 12 | October 19 | October 23 |
| November 27 | October 8 | October 18 | October 23 | November 9 | November 9 | November 16 | November 21 | November 27 |
| December 18 | October 29 | November 8 | November 13 | December 3 | December 3 | December 7 | December 14 | December 18 |

* The Planning Board does not meet in August.

** Please note, prior to submitting an application to the Planning Board, applicants must submit for a building permit to the Building Department. The applicant can apply to the Planning Board once it has received its letter of denial from the Building Department. An applicant is not guaranteed being placed on an agenda by submitting at a deadline.

***Sign pick up is at the Department of Development in City Hall between 1:00 PM and 4:00 PM.

Post-Hearing Instructions (for approved applications)

- Applicant must provide signed and sealed mylar plans that include the conditions of the resolution, and a signature block for the Commissioner of Development and the Board Clerk.
- Once these plans have been signed by City staff, the applicant picks up the plans and scans them onto a CD. The applicant must also print four copies. The mylar, CD and copies are returned to the Planning Board Clerk.