

Major Subdivision Process

The process should begin with a call or visit to the Land Use Administration (LUA) Team to discuss your preliminary plans, to ask the staff's advice on submission procedures, and to pick up the necessary application forms and materials. Applications, forms, and checklists are available on the LUA portion of the website. Site plans should include information as required by the appropriate checklist and must be reviewed by staff at the pre-submittal application stage.

Informal Review Meeting (Friday Morning Meeting) This is an optional meeting that allows the petitioner to receive feedback before formally entering the review process. Informal review meetings are held every Friday morning, beginning at 8:30. In order to get placed on the agenda, the petitioner must submit fourteen (14) folded copies of the subdivision sketch plan to the LUA counter by 5:00 on the Monday of the same week. A LUA staff member will call you to inform you of your private, half-hour meeting time.

Pre-Submittal Deadline Requirements – 3 folded site plans along with signed Subdivision Checklist
(Site Plans must be completed as per Subdivision Checklist)

Filing Deadline Requirements – (1) Application for Preliminary Subdivision Approval; (2) Twenty-five folded site plans that have addressed comments from Pre-Submittal review; (3) Applicable fee.

Interdepartmental Review Meeting – At this meeting the site plan preparer will receive comments from the Interdepartmental Review Committee which consists of representatives of the various departments involved in the site plan review process. The site plan preparer will receive a list of comments from this meeting via email on the same day. Attendance by the site plan preparer is strongly recommended.

Re-submittal Deadline – After the Interdepartmental Review meeting, the site plan preparer will need to address the applicable comments and provide six (6) folded copies of the revised site plan to the LUA team by 5:00 on the Friday before the Planning Board meeting. Failure to re-submit revised site plans by the specified deadline will result in a one month continuance of the request.

Planning Board Meeting – Staff strongly encourages the petitioner to attend the Planning Board meeting. If all issues have been resolved and the petitioner is agreeable to the stated conditions, the subdivision request is typically handled on the consent agenda. After the request is presented, the Planning Board will vote to approve or deny the subdivision request. The Planning Board is the approving authority for conventional subdivisions that do not require a rezoning.