

# Site Plan Review Application Process

This document is meant to describe the process the Worthington Planning Board should use when considering a Site Plan Review application. It is being developed in the context of Accessory Dwelling Units, but should also provide a framework for other Site Plan Review applications.

1. Applicant submits application and all supporting documents to the Town Clerk (Katrin)
2. The Town Clerk notifies the Planning Board of the application, and the board receives a digital copy of the application.
3. The Planning Board schedules a meeting to consider the application completeness. This may be a regular meeting of the board or a special meeting, at the discretion of the board.
4. If the board determines the application is incomplete, the application is returned to the applicant in accordance with 2.6.3.
5. If the board determines the application is complete:
  - a. The planning board chooses a date and time for a meeting to consider the application itself. This meeting should be more than 36 days from the date the application was deemed complete.
  - b. The minutes of the meeting in which the application was deemed complete are sent to the Town Clerk as documentation of the determination.
  - c. The planning board creates the abutters and non-abutters within 300' list, and has the accessors certify it.
  - d. All the following communication should include the details of the aforementioned meeting:
    - i. The application details are sent to Fire Chief, Police Chief, Conservation Commission, Board of Health, Building Inspector, Highway Superintendent for their comments. They have 35 days to respond. (2.6.7 B).
    - ii. The application details are sent to Selectboard and Zoning Board of Appeals for informational purposes.
    - iii. The planning board notifies the abutters and non-abutters of the application, and how to review it (2.6.7 C) (via certified mail). They have 14 days to respond.
    - iv. The planning board posts a notice of the application and how to review it, in the typical public posting locations (2.6.7 C)
6. The planning board holds the meeting to consider the application. The decision to approve, approve with conditions, or deny, is recorded in the minutes and on a Notice of Site Plan Review Decision form, a copy of which is sent to all relevant parties, as listed on the form.