

# Revise Site Plan Review Procedure

**Amend Section 2.6 “Site Plan Review” as follows:**

## **Section 2.6.7. Review Procedure**

~~A. Site Plan Review applications shall be reviewed and acted upon at a public meeting of the Site Plan Reviewing Authority.~~

A. Site Plan Review applications shall be acted upon by the filing of a decision with the Town Clerk within ninety (90) days after the close of a public hearing on the application. The public hearing shall open within sixty-five (65) days after an application is filed by the applicant with the Planning Board and the Town Clerk. Notice of said public hearing shall be provided by regular mail to abutters and abutters to the abutters within three hundred feet of the property line of the applicant as they appear on the most recent applicable tax list, no less than seven (7) days before the date of the public hearing. No publication in a newspaper of general circulation is required.

B. The Site Plan Reviewing Authority shall provide copies of the application and the site plan to the Fire Chief, Police Chief, Conservation Commission, Board of Health, Building Inspector, Highway Superintendent, Selectboard, and Zoning Board of Appeals or Planning Board. These boards and individuals shall have thirty-five (35) days to report to the Site Plan Reviewing Authority their findings and recommendations. The failure of a board or individual to report in the allotted time shall constitute approval by that board or individual.

C. The Site Plan Reviewing Authority shall post information about the application and how it can be reviewed at the place where other public notices are posted. ~~The reviewing authority shall also provide this information to abutters and non-abutters within three hundred feet of the application property.~~ Such information shall include a summary of the proposed project, including size, location, and proposed use. The Site Plan Reviewing Authority shall allow 14 days after such posting for receipt of written comments from the general public before making its decision.

~~D. The Site Plan Reviewing Authority shall render a decision on the application within sixty-five (65) days of the date the application was deemed complete and the Town has been reimbursed for all fees for engineering and consulting services referred to in Section 2.6.6 of this bylaw. If the Site Plan Reviewing Authority does not act within this period, approval is granted by default.~~