



***Subdivision Review Process**

1. Preliminary Subdivision Application and fees submitted to P&Z staff – 30 days before regularly scheduled meeting date – see items required by Subdivision Checklist.
2. Preliminary Subdivision Application circulated by P&Z staff to Town Departments for review.
3. Staff report written by P&Z staff for P&Z meeting.
4. Preliminary Subdivision Application reviewed and decision rendered by P&Z Commission at regular meeting.
5. If Preliminary Subdivision Application found to be unacceptable, return to step 1. If application found to be acceptable continue to step 6.
6. Proceed to final. Submit Final Subdivision Application to P&Z staff in addition to record sheets, construction sheets, proof of ownership, fee, and Health Department report – at least 30 days before scheduled meeting.
7. Final Subdivision Application circulated to Town Departments for review.
8. Staff report written by P&Z staff for P&Z meeting.
9. Final Subdivision Application reviewed and decision rendered by P&Z Commission within 60 days of submission to P&Z staff, following regular meeting or public hearing. (Three week minimum necessary prior to P&Z decision.)
10. Submit original and three copies of subdivision plan to P&Z staff to be signed by P&Z Chairman and filed with the Town Clerk within 90 days. Subdivision application process for Planning and Zoning now completed.

* Same procedure for Resubdivision except public hearing required.

Public hearing on Subdivision may be required by Commission.

See chart next page.

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