



BELLINGHAM PLANNING BOARD

2 MECHANIC STREET
BELLINGHAM, MASSACHUSETTS 02019
(508) 657-2892; FAX (508) 966-2317
PlanningBoard@bellinghamma.org

Date: June 24, 2008; updated November 16, 2010

To: Project Consultants and Applicants/Developers

From: Bellingham Planning Board

Re: Check / Package / Information Delivery Policy

As a reminder, we do not accept packages delivered to or signed by other offices, including checks that have been sent to the wrong address. We cannot be responsible for packages and checks that are inadvertently mislaid and cannot continually pull people out of their busy schedules to help us find these things or carry large loads to our office.

All checks for advertising, peer review and filing fees are made out to the Town of Bellingham. Checks should be sent or delivered to the Planning Board office. We cannot be responsible for checks that are delivered to the wrong address. Proper delivery of checks will ensure that applications are processed in a timely manner.

Please also note that we generally only need seven sets of any information delivered during the project hearing process. Unless otherwise requested, in-progress updated plans need only be in an 11 x 17 size. We will accept email plans and documents in a PDF format, but cannot print out color copies or documents more than 10 pages. Updated information should also be delivered directly to other departments and peer review consultants as appropriate (usually these are the Town Clerk, DPW, Fire, Police and Conservation Commission). You should check with those departments for the number of copies and size of plans needed as well as delivery hours. Materials handed out at the meeting will not be accepted.

Our address is 2 Mechanic Street, Bellingham, MA 02019. Our office hours continue to be Tuesday and Thursday from 8:30 am to 3:30 pm and Friday from 9 am to 1 pm. Deliveries should be sent to the 2 Mechanic Street address during our regular office hours.

We appreciate your cooperation with this matter.