

## **BELLINGHAM PLANNING BOARD - FORM K**

### **Document Submission Requirements**

The Subdivision Regulations, Sections 245-9 and 245-10 and the Zoning Bylaws, Section 240-16, require that when an Application is submitted to the Planning Board, the Applicant shall provide enough notice so that the plans and all application materials can be circulated to the applicable departments.

#### **Initial Application Submission**

All documentation listed below must be submitted *when applying* for a permit from the Planning Board:

<b>Document Name</b>	<b>Copies Needed</b>	<b>Deliver to Town Clerk</b>	<b>Deliver to Planning Department</b>
Application(s)	1 original + 15 copies	1 original + 1 copy	14
<ul style="list-style-type: none"><li>– Certified Abutter List</li><li>– Narrative</li><li>– Certificate of Ownership</li><li>– Certification of Municipal Taxes and Charges Paid</li><li>– Waiver Request</li></ul>	1 original + 15 copies	1 original + 1 copy	14
11x17" Plan Set	16	2	14
24x36" Plan Set	3	None	3
Stormwater Report	3	None	3
Traffic Report	9	None	9
Sound Study (if applicable)	16	2	14
A PDF of all documentation including plans must be submitted to the Planning Department when the application materials are submitted. The pdf's must be provided on one flash drive or through a link to a shared site.			

**Please submit all documentation to the Planning Department who will then distribute it to the various town departments.**

**Exception: the Applicant must deliver directly to the Town Clerk the documentation specified above.**

#### **Subsequent Documentation Submission Process**

During the permit review process before the Planning Board, the following number of copies must be provided for all *subsequent* documentation submittals and plan *revisions*:

<b>Document Name</b>	<b>Copies Needed</b>	<b>Deliver to Town Clerk</b>	<b>Deliver to Planning Department</b>
Documentation including: Responses to Peer Review	10	None	10
Revised Plans 11x17"	8	None	8
Revised Plans 24x36"	3	None	3
Stormwater Report	2	None	2
Traffic Report	8	None	8
A PDF of all documentation including plans must be submitted to the Planning Department when the application materials are submitted. The pdf's must be provided on one flash drive or through a link to a shared site.			

***Documentation will not be accepted at a Planning Board meeting.***

***All new and/or revised materials must be submitted no later than 11:00 am on the Friday prior to the scheduled hearing.***

## **Form K – General Instructions**

**Purpose:** The Form K provides guidance to the Applicant for the submission and delivery of all application materials.

### **The Applicant should use the Form K to determine the following:**

1. The types of documents (hard copies, pdf's, or both) required for submission.
2. The number of copies that are required.

### **Initial Delivery and Submittal Instructions for the Applicant:**

1. The Applicant must discuss all Application documentation, reports, and plans with the Town Planner prior to official submission.
2. The Applicant must deliver the number and type of copies listed on the Form K.
3. After review of the application by the Town Planner, the public hearing will be scheduled and the Applicant notified of the date.

### **Subsequent Documentation - Submittal Deadlines:**

Planning Board members need sufficient time to review the project documentation and plans during the public hearing process. The filing deadlines for public hearings that have been continued are described below:

- Printed copies and PDF's of all new and/or updated materials must be submitted no later than **11:00 am on *the Friday prior to the scheduled hearing.***
- ***Materials handed out at the meeting will not be accepted***

### **Copies Required for Subsequent Submittals:**

Please refer to the Form K to determine the number copies and type of documents, reports, and plans are required.

- Only new, updated, or revised documents, reports, and plans should be submitted
- All plans must be updated and must contain the current revision date
- The Planning Office cannot print documents that are longer than 10 pages, full-sized plans, or color copies.

Planning Board meetings are held on the 2nd and 4th Thursday of every month, so please plan accordingly.