



# BELLINGHAM PLANNING BOARD

---

10 MECHANIC STREET  
BELLINGHAM, MASSACHUSETTS 02019  
(508) 657-2892  
[PlanningBoard@bellinghamma.org](mailto:PlanningBoard@bellinghamma.org)

## **Legal Advertising and Public Notice Process**

Definitive Subdivisions, Development Plan Reviews, and Special Permits applications must be submitted to the Town Planner approximately 30 days before the intended hearing date.

The Planning Board follows M.G.L. ch.40A §11, §41, and §81T of public notice for Subdivisions, Development Plan Reviews and Special Permits. The notice for a public hearing must be advertised no less than 14 and 7 days prior to the date of the public hearing.

1. The Planning Board will advertise the public hearing in the paper, but the Applicant is fully responsible for all fees and costs associated with the advertising.
2. The Planning Department will send the legal notice to The Milford Daily News which is the local paper in which the Town has chosen to advertise. After the legal notice has been sent to the newspaper, the Planning Department will forward the Public Hearing Notice to the Applicant for use when providing notice to abutters (see the Abutter Notification Process sheet).
3. The Applicant is responsible for sending the Public Hearing Notice to the abutters and abutting towns/city (see the Abutter Notification Process sheet) no less than 14 days prior to the 1<sup>st</sup> Public Hearing.
4. Once the Planning Department receives the cost of the legal advertising from the newspaper, the Planning Board will send an Advertising Invoice to the Applicant for payment of this cost.
5. The Applicant must pay the cost of the advertising by check (made out to the Town of Bellingham) and deliver it to the Planning Department **at least one week prior to the 1st Public Hearing.**
6. If the advertising fees are not paid, the Public Hearing will not be opened and must be continued or canceled. No Exceptions.