



Town Of Chatham
Department of
Community Development
PLANNING BOARD



549 Main Street (mailing) 595 Main Street (location)
CHATHAM, MA 02633

TELEPHONE (508) 945-5168

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DATE: March 3, 2011
MEMO TO: Engineers/Surveyors/Developers/Attorneys
FROM: Planning Board
RE: Deadline for Inclusion on Meeting Agenda

Due to recent confusion on the part of some members of the engineering community, we are issuing this protocol document for submittals to the Planning Board for the calendar year 2011.

At their regular Planning Board meeting on September 28, 2010, the Planning Board voted to adopt the following policy:

The agenda for regular Planning Board meetings shall be closed four (4) Fridays prior to the scheduled date in order to allow three (3) full weeks for review of applications prior to the Planning Board meeting at which they will be heard. This will also allow ample time for the staff and the Planning Board to receive comment from various other Town Boards, Committees, Commissions and Departments. This policy will also benefit interested parties in that it will allow extra time for review. When a holiday falls on that Friday, the deadline shall be the Thursday before the Friday. An Approval Not Required (ANR) plan may be included on the agenda, however, after the above deadline if the statutory time for action will expire prior to the next regular meeting of the Board. Informal discussions which do not require action by the Board are exempted from compliance from this policy.

This policy is effective beginning with the Planning Board meeting on October 12, 2010. The deadline for inclusion on this agenda is therefore September 24, 2010. A list of meeting dates for 2011 and their respective deadlines are attached.



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2011 Planning Board "Regular Business" Mtg. Dates

Materials Deadline

Tuesday, January 11, 2011
Tuesday, January 25, 2011

Friday, December 17, 2010
Friday, December 31, 2010

Tuesday, February 8, 2011
Tuesday, February 22, 2011

Friday, January 14, 2011
Friday, January 28, 2011

Tuesday, March 8, 2011
Tuesday, March 22, 2011

Friday, February 11, 2011
Friday, February 25, 2011

Tuesday, April 12, 2011
Tuesday, April 26, 2011

Friday, March 18, 2011
Friday, April 1, 2011

Tuesday, May 10, 2011
Tuesday, May 24, 2011

Friday, April 15, 2011
Friday, April 30, 2011

Tuesday, June 14, 2011
Tuesday, June 28, 2011

Friday, May 20, 2011
Friday, June 3, 2011

Tuesday, July 12, 2011
Tuesday, July 26, 2011

Friday, June 17, 2011
Friday, July 1, 2011

Tuesday, August 9, 2011
Tuesday, August 23, 2011

Friday, July 15, 2011
Friday, July 29, 2011

Tuesday, September 13, 2011
Tuesday, September 27, 2011

Friday, August 19, 2011
Friday, September 2, 2011

Tuesday, October 11, 2011
Tuesday, October 25, 2011

Friday, September 16, 2011
Friday, September 30, 2011

Tuesday, November 8, 2011
Tuesday, November 22, 2011

Friday, October 14, 2011
Friday, October 28, 2011

Tuesday, December 13, 2011
Tuesday, December 27, 2011

Friday, November 18, 2011
Friday, December 2, 2011