



Town of Halifax Planning Board

499 Plymouth Street, Halifax, MA 02338
781-293-1736

Site Plan Review Procedure

Submission & Requirements

Applicants must submit a site plan review application, original site plan (mylar) and 9 copies with a completed site plan check list, indicating waiver requests (if any), to the Town Clerk and will be given a dated receipt. The Clerk would then forward these plans to the Regulatory Board Secretary.

The Regulatory Board Secretary will distribute (within 4 days) one copy of plan, with a memo noting the date a response must be received by, to:

- Town Clerk
- Board of Health
- Building Inspector
- Highway Surveyor
- Water Commissioner
- Board of Appeals
- Conservation Commission
- Review Engineer (if required)

Written notice of availability of the plan will be sent to the Police and Fire Dept.

Fee

There is a \$100.00 fee.

An additional fee may be charge to allow the Planning Board to hire a review engineer at the expense of the applicant. The Board will determine if this is necessary at the first meeting after submission of the plan.

Procedure

- *With in 4 days of submission* of a Site Plan Review Application, the Regulatory Board Secretary distributes the plans to the Boards, Commissions and Departments listed above.
- Those Boards, Commissions and Departments have *30 days from date of submission* to review these plans and return to the Planning Board any concerns they may have with the plan and or sign off on sheet and return.

- The Planning Board will *have 45 days to act on the Site Plan*, unless an extension is requested by the applicant.

The Applicant should meet with the Planning Board at the first Planning Board meeting following submittal, to present his/her plan and pay the fee. The Planning Board will decide at this time, if it is necessary to employ the services of a review engineer.

Once responses are in from all the Boards, Commissions and Departments listed above, or 30 days has elapsed the Planning Board will make a decision at a regularly scheduled meeting. In this decision they will list any conditions which they deem necessary. The Planning Board has *45 days from the date of submission* to make a decision. If more time is required the applicant can ask for an extension.

Once a decision is made a Certificate of Action must be filed in the Town Clerk's office. This Certificate of action should include any conditions required by the Planning Board.

New Construction

New Construction will be required to provide an As-Built of the site upon completion. The Board may have the site and As-Built reviewed by their review engineer if needed.