



Town of Boylston - Planning Board

221 Main Street, Boylston MA 01505 * Telephone (508) 869-0143 * Fax (508) 869-6210

APPLICATION PROCESS

The Planning Board meets on the first Monday of every month unless otherwise noted. See below for meeting schedule for 2023-2024.

All applications for any of the following must be submitted according to the table below to allow sufficient time for review and placement of ad (if applicable):

ANR Plan	Definitive Subdivision
Site Plan Review	Preliminary Subdivision
Special Permit	

Applications must **first** be submitted electronically to the Town Planner (pdellaquila@boylston-ma.gov), who will review the application for completeness.

DO NOT SUBMIT HARD COPIES OF ANY APPLICATION MATERIALS UNTIL DIRECTED TO DO SO BY TOWN STAFF.

Once the Application is determined to be complete by the Town Planner, applicants will submit hard copies of the signed application forms, supporting plans and materials, and fee payment to the Planning Board, Boylston Town Hall, 221 Main Street, Boylston, MA 01505 (email: ngardner@boylston-ma.gov). The number and size of the hard copies to be submitted will be determined by the Town Planner. Please note that full-size plans must be folded, not rolled.

The applicant must also obtain a certified abutters list from the Assessor's Office if a public hearing is required and provide a copy of the abutters list along with the application package.

The applicant will be responsible for notifying the abutters by certified mail with return receipt and then provide proof of notification to the Planning Board.

The Town will place the public notification ad in the Telegram and Gazette.

Any other requests to be on the agenda for a meeting must be submitted in writing no later than 2:00 p.m. on the Tuesday before the scheduled meeting.

MEETINGS & FILING DEADLINES 2023-2024

<u>MEETING DATE</u>	<u>FILING DEADLINE</u> Site Plans, Special Permits, Subdivisions	<u>FILING DEADLINE</u> ANR plans <u>ONLY</u>
<u>2023</u>		
October 2, 2023	August 24, 2023	September 14, 2023
November 6, 2023	September 28, 2023	October 19, 2023
December 4, 2023	October 26, 2023	November 16, 2023
<u>2024</u>		
January 8, 2024	November 29, 2023	December 21, 2023
February 5, 2024	December 28, 2023	January 19, 2024
March 4, 2024	January 25, 2024	February 15, 2024
April 1, 2024	February 22, 2024	March 14, 2024
May 13, 2024	April 19, 2024	April 26, 2024
June 3, 2024	April 25, 2024	May 16, 2024
July 1, 2024	May 23, 2024	June 13, 2024
August 5, 2024	June 27, 2024	July 18, 2024
<i>September 2, 2024*</i>	<i>July 25, 2024*</i>	<i>August 22, 2024*</i>
October 7, 2024	August 29, 2024	September 19, 2024
November 4, 2024	September 26, 2024	October 17, 2024
December 9, 2024	October 31, 2024	November 20, 2024

***Subject to rescheduling due to Holiday**