



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**