

SUBDIVISION REVIEW PROTOCOL

	<u>Approximate Schedule</u>
1. When a subdivision notice is received: a. The Town Manager puts the matter on the regular monthly meeting agenda if the meeting will be within the timeframe described in 3 below; or b. Sends an e-mail to the Council requesting availability dates for a special meeting.	Day 1
2. When a hearing date is set, TOCC sends notices to: All residences in the Town. This notice should be sent within five (5) days of receipt of the notice from M-NCPPC	Day 6
3. Parameters for hearing date: a. Not less than ten (10) days after mailing notice to the neighbors; and b. Not more than twenty (20) days after mailing notice to the neighbors (as defined above).	
4. Hearing date: a. To coincide with regular monthly Council meeting, if possible; or b. To coincide with an otherwise planned special meeting; or c. If no such meeting is scheduled within the 10 to 20 day window, a special meeting will be scheduled to consider the subdivision request.	
5. The Town Manager will arrange for the hearing to be recorded.	
6. The Council will conduct a hearing and vote on a recommendation.	Days 16-26
7. If the Council votes to recommend denial, the Town Manager will arrange to have a transcript prepared within seven (7) days of the hearing.	Days 17-27
8. The Council, Manager or Town Attorney will draft a written report and recommendations within five (5) days of the hearing.	Days 17-31

9. The Council will finalize its formal recommendation within seven (7) days of receipt of the first draft. Days 24-38
10. The report, recommendation and record (transcript and written evidence) will be sent to the Planning Board within three (3) days of finalization. Days 27-41
11. This schedule allows for three (3) days for the mail to arrive at the Planning Board and one (1) extra day for delays. By Day 45

The foregoing Protocol is intended as a guideline for the processing of subdivision requests. The Council recognizes that there may be instances in which the schedule described above is not strictly followed due to a variety of reasons, such as, but not limited to, inclement weather, power failures, unavailability of key participants, inadvertence, etc. The failure of the Town Manager or Council to strictly comply with the foregoing Protocol shall not invalidate any recommendation that is sent to the Planning Board.