

# **Bedford Planning Board Application Process**

(Other than Engineering Review all submissions are to be made with the Planning Department in accordance with the Planning Board's Annual Schedule of Meeting and Deadline Dates)

## **Application Deadline Requirements:**

- Please submit:
  - Four (4) plan sets (Public, Planning & 2 for departmental circulation) (Check with Planning Department with plan sets greater than 20 sheets prior to submittal)
  - One (1) copy of all required documents (traffic worksheets/reports, drainage reports, waiver requests, easements, etc.) needed for site plan or subdivision review
  - An abutters list with 3 sets of labels (Certify abutters list accuracy with Assessing Office)
  - A completed application and checklist
- This submittal does not require fees, PDF's or mylars.
- Projects requiring outside engineering review (see below) should have review letters prior to submitting to the Planning Board, however necessary revisions are not required to be completed until the Plan Review Committee comments are received.

## **Agency Review:**

- The Plan Review Committee will meet and then provide the applicant or their representative with comments which should be addressed along with any outside engineering review comments as part of a revised submittal within one week of receiving the Plan Review Committee comments. Meetings may be set up with applicants or their representatives to review the comments. Revised submittals are due nineteen (19) days prior to the Planning Board meeting.
- The revised submittal should consist of:
  - Two (2) full size paper sets of plans (mylars are not required until after Planning Board action)
  - Seventeen (17) 11"x17" sets of plans
  - A PDF of the plan set (including architectural and site photos)
  - One (1) copy of any revised document (reports, easements, waiver requests, etc.)
  - A signed application (owner and applicant)
  - All require fees (amounts will be provided as part of the Agency Review)

## **Planning Board Hearing:**

- The Planning Board requests that plans to be presented via computer for projection in the meeting room and for viewing over the cable TV broadcast. The PDF supplied as part of the Final Application will be loaded on a Town computer and available to applicants during the meeting.
- It is suggested that color rendered drawings be presented rather than the basic site plan. Applicants are welcome to use their own computers for the presentation however it recommended that PDF's or Power Point files of the presentation materials be sent to the Planning Department prior to the meeting for loading on the Town's computer.

## **Engineering Review (coordinated by the Public Works Department):**

- Projects requiring outside engineering review must submit three (3) copies of all required documents (plans, traffic worksheets/reports, drainage reports, easements, etc.) along with a Project Review Transmittal form to the Bedford Public Works Department.
- Based on an estimate from the reviewing engineer you will be required to set up an escrow account with the Public Works Department to cover the anticipated cost of the engineering review.
- If engineering review is required then it must be completed prior to applying to the Planning Board.

If you have any questions please contact the Planning Department at 472-8104.

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