



## **BERNARDSTON PLANNING BOARD**

### **POLICIES AND PROCEDURES**

Approved and adopted by the Planning Board on January 7, 2015

#### Introduction

The purpose of these Policies and Procedures is to establish guidelines for the Planning Board and assist members of the Public to understand the requirements of the Bernardston Planning Board. These policies and procedures address administrative protocol that is outside the scope of requirements found in the state and local laws.

#### Meetings

Planning Board meetings are posted at Town Hall at least 48 hours prior to the meeting, in accordance with current Massachusetts Open Meeting Law. Meeting agendas will also be posted in a publicly-accessible space in accordance with the Open Meeting Law.

#### Agenda Procedures

1. A person seeking to have a Preliminary Subdivision Plan, Definitive Subdivision Plan, Special Permit, Site Plan Review or Approval Not Required plan (ANR) placed on the meeting of a regular meeting must notify the Chairperson and request placement on the agenda. The applicant must also submit the application and plan set to the Town Clerk. The applicant should complete both of these tasks at least one (1) week prior to the Planning Board meeting at which the application will be reviewed.
2. Persons wishing to discuss a matter with the Board, but who are not seeking action on an application, shall also notify the Chair at one week (seven days) prior to the meeting at which the issue will be discussed.
3. Without proper filing and notification, the Board will not take up an item, as dictated by current Massachusetts Open Meeting Law requirement.