The following process is intended to be a general guide and may not be the exact process experienced in a particular situation. Assistance is available in the Land Use Office. Reference should be made to the full Regulations on all matters.

**PRE-APPROVAL PROCESS**

- **Application Options**
  - Land Use Staff Assistance
  - Application Review Committee Assistance
  - Preliminary Conceptual Consultation w/Planning Bd (Optional)
  - Design Review w/Planning Bd (requires notice) (Optional)

- **Pre-Application Requirements**
  - Presentation to Application Review Committee

**Application to Planning Board**

- **Documents:**
  - Application Form
  - Noticing List & Envelopes
  - Narrative
  - Site Photos
  - Legal Documents
  - Quality Assurance Program
  - Written Request for Applicable Waivers

- **Fees:**
  - Filing Fee
  - Noticing Fee

- **Plan Info:**
  - Excavation *
  - Reclamation
  - Soils *
  - Topp *
  - Aquifer *, **
  - Buildings **
  - Utilities **
  - Traffic/Roads **
  - Flood Zone **
  - Municipal Water/Sewer **
  - Additional **

**Staff Review**

- All Departments Review/Comment to Applicant and Board
- Inspection of the site may occur

**Incomplete for Agenda**

- Items required by Section 6 missing
- Submit Outstanding Items

**Complete for Agenda**

- Items required by Section 6 present

**APPROVAL PROCESS**

- **Denial**
  - Basis for Denial

**Not Accepted as Complete**

- Information insufficient for action by the Board
- Submit Outstanding Items

**Accepted as Complete**

- Public Meeting for Acceptance
  - Requires Notice
  - Any Waivers Relating to Application Completeness
  - Limited Presentation on Completeness
  - Board votes on Completeness

**Approved**

- Conditions of Approval

**Continued**

- Reason for Continuation

**Public Hearing on Application**

- Requires Notice
- Any Waivers Relating to Merits of Application
- Complete Presentation on Application
- Opportunity for Abutter/Public Comment/Questions

**Additional Information**

- Independent review of technical information
- Other additional information

**Post Approval**

- Applicant:
  - Final Plan Sets
  - Decision Recording Fee
  - Comply w/Conditions Precedent*
  - Sign/Record Notice of Decision
  - Issue Permit
- *Conditions Precedent Required prior to Excavation

**Public Hearing**

- Requires Notice
- Any Waivers Relating to Application Completeness
- Complete Presentation on Application
- Opportunity for Abutter/Public Comment/Questions

**Not Accepted as Complete**

- Information insufficient for action by the Board
- Submit Outstanding Items

**Approved**

- Conditions of Approval

**Closure**

- Inspection of Reclamation
- As-built plan *
- Adjust Security
- Temporary Certificate of Performance
- Monitor through at least one season
- Final Certificate of Performance
- On-going monitoring for stabilization

**Excavation Regulations**

- 5-E-1

**Town of Belmont**

- 07/01/13