Belmont Planning Board
Subdivision Process

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

**PRE-APPROVAL PROCESS**

- Staff Review
  - All Departments Review/Comment to Applicant and Board
- Inspection of the site may occur
- Independent Reviews may be initiated at this point (optional - requires escrow)

**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)

**APPLICATION REQUIREMENTS**

- Presentation(s) 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:**
- Application Fee
- Noticing Fee

**PLANS & REPORTS:**
- Survey/Subdivision
- Topographic
- Soils
- Aquifer *
- Utilities & Fire Protection *
- Stormwater Management and Erosion Control *
- Road Profiles, Cross Sections & Details **
- Special Features **
- Narrative
- Flood Zone **
- Public Utilities Availability
- Photographs
- Legal Documents & Permits
- Quality Assurance Program **
- Open Space:
  - Traditional Density Comparison
  - Open Space Details
- * See Section 5F for Minor Projects
- ** Only as Applicable

**SUBDIVISION PROCESS**

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

**PUBLIC MEETING FOR ACCEPTANCE**

- Requires Notice
- Any Waivers Relating to Application Completeness
- Limited Presentation on Completeness
- Board votes on Completeness

**NOT ACCEPTED AS COMPLETE**

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

**ACCEPTED AS COMPLETE**

- Board may require additional information or independent reviews

**PROJECT CLOSE-OUTS:**

- Record Drawings Required
- All Bounds set
- Other agency sign-offs
- Final legal documents/transfers
- Planning Board issues Temporary Certificate of Performance upon successful completion
- One-year waiting period
- Planning Board issues Final Certificate of Performance upon determination of no fault
- Final Security Release
- Applicant may apply to appropriate Officials for acceptance of improvements (roads, sewer, etc.)

**TERM OF APPROVAL**

- Approvals are subject to abandonment, expiration and revocation

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