



PLANNING BOARD

P.O. Box 1305
Littleton, Massachusetts 01460

SUBDIVISIONS – PROCEDURES & TIME-LINE

I. PRELIMINARY PLANS (optional for residential, required for non-residential)

1. Date of Submission to the Board _____

1A. Planning Board sends copies to Board of Health & Conservation Commission **within 45 days.**

2. Decision of Planning Board due by _____

Note: Zoning freeze (8 years) if definitive follows preliminary within 7 months.

II. DEFINITIVE PLANS

1. Date of Submission to Board (1) _____

2. Date Applicant Submits Copies to the Board of Health _____

3. Board of Health MUST report to Planning Board **within 45 days** _____

4. Date of: First Publication Posting in Municipal Bldg. & Post Office, Mailing Notices to Parties in Interest _____

5. Date of Second Publication (2 successive weeks) _____
Not less than 14 days

6. PUBLIC HEARING _____

7. VOTE by Planning Board and Notice to Town Clerk & Applicant _____
Within 90 days

8. Endorsement by Planning Board _____
After 21 days

9. Applicant records plan and Covenants, if any, in Registry of deeds & sends copies of recorded plan & documents to Planning Board _____
Within 30 days