

## 2024 PLANNING BOARD MEETING SUBMISSION SCHEDULE

- **Complete submissions must be received before 12:00 p.m. on the submission due date.**  
As a courtesy to all applicants, please understand that we cannot make exceptions to the submission due date for any individual applicant.
  - A complete submission includes both digital and paper copies of all documents- specifically: all applications, all fees, executed escrow acknowledgement form and all supporting documentation required per application as well as a cover letter for all on-going submissions addressing all Consultant and Staff comment memos. If there was a public hearing that required responses, then all responses to those comments will be submitted in a separate letter from the response to comment memos.
- Electronic copies of the full submissions are required to be emailed to the Planning Office
- Paper copy requirements – 5 full sets of all documents with the exception of the SWPPP which requires 3 full submissions (Applicant may submit smaller scale plans for distribution to Planning Board at the meeting)
- **Meeting the submittal deadline does not guarantee placement on the meeting agenda.**  
The Planning Board Chairman and Vice Chairman determine, in consultation with Town Staff and Town Consultants, the agenda.

### MEETING DATE

January 18, 2024

February 15, 2024

March 21, 2024

April 18, 2024

May 16, 2024

June 20, 2024

July 18, 2024

August 15, 2024

September 19, 2024

October 17, 2024

November 21, 2024

December 19, 2024

January 16, 2025

### SUBMISSION DUE DATE

January 2, 2023

January 25, 2024

February 29, 2024

March 28, 2024

April 25, 2024

May 30, 2024

June 27, 2024

July 25, 2024

August 29, 2024

September 26, 2024

October 31, 2024

November 27, 2024\*

December 30, 2024\*

\*These deadlines have been adjusted due to holidays