

## **2025 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 16, 2025

February 20, 2025

March 20, 2025

April 17, 2025

May 15, 2025

June 19, 2025

July 17, 2025

August 21, 2025

September 18, 2025

October 16, 2025

November 20, 2025

December 18, 2025

January 15, 2026

### SUBMISSION DUE DATE

December 30, 2024

January 23, 2025

February 27, 2025

March 27, 2025

April 24, 2025

May 29, 2025

June 26, 2025

July 24, 2025

August 28, 2025

September 25, 2025

October 30, 2025

December 1, 2025\*

December 29, 2025\*

\*These deadlines have been adjusted due to holidays