

# PLANNING BOARD RULES AND REGULATIONS



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## Board Procedures

### Authority:

The Provincetown Planning Board (the "Board") was established by the Provincetown Town Charter in accordance with the provisions of Massachusetts General Laws (MGL) Chapter 41 - Section 81-A, and is governed by MGL Chapter 41 (the "Subdivision Control Act"), MGL Chapter 40A (the "Zoning Act") and the Town of Provincetown Zoning Bylaws ("Site Plan Approval" and "Special Permit Granting Authority") and the Handbook for Members of Town Boards.

### Membership and Duties:

The membership of the Board shall consist of five (5) members appointed by the Select Board and five (5) alternate members. The Board shall hear and decide on cases in accordance with the powers invested in the Board under the specific statutory authority. Members and alternates should review all materials provided by applicant and staff and conduct site visits individually prior to the Public Hearing. Questions regarding open hearings will be directed to the Chair and/or Town Staff.

During deliberation, all Board members and alternates present may participate in discussion. Alternate members may be designated to sit on the Board on the occasion of the absence or inability to act, or conflict of interest on the part of any member of the Planning Board or in the event of a vacancy on the Board, all as set out in MGL c. 40A §9. Members shall inform the Chair and Town Planner of anticipated absences as early as possible. Alternates shall be seated on a case as designated by the Chair. Only five (5) members or alternates may sit on a case and vote on a case.

### Standards of Conduct for Board Members:

The primary obligations of the Board members are to serve the public interest, to conduct themselves so as to maintain public confidence in the Planning Board, to meet the fundamental responsibility of fairness and courtesy to applicants, fellow board members, staff, the public, and to comply with all statutory regulations.

### Conflict of Interest:

A Board member shall not participate in official capacity in matters in which such participation is prohibited by applicable Conflict of Interest Laws. It shall be the responsibility and sole decision of a member to recuse themselves consistent with applicable Conflict Interest Laws. The conflicted Board member shall, at any meeting where the particular matter is discussed, disclose orally the existence of the conflict-of-interest, remove themselves from the meeting at the time, and leave the meeting room during all times that particular matter is being discussed (except as otherwise allowed by the Conflict of Interest Law).

### Officers and Duties:

The Board Members shall elect from its membership a Chair, a Vice-Chair and a Clerk yearly at the first meeting following the Annual Town Election and at any time an officer position is open. No officer shall be eligible to be re-elected to a new annual term in an office that they have served in for more than six consecutive full-year terms. The officers shall have the following duties:

- Chair - shall preside over all meetings of the Board at which they are present; the Chair shall have the power to call all regular and special meetings of the Board in accordance with these Rules and Regulations, to set the agenda for those meetings, decides questions of order, approve meeting notices consistent with the Open Meeting Law, to sign documents of the Board and to see that all actions of the Board are properly taken and meetings proceed in accordance with the Open Meeting Law.
- Vice-Chair - shall act as the Chair during the absence, disability or disqualification of the Chair, and shall exercise or perform all the duties and responsibilities of the Chair until the Chair is able to resume these duties.

- Clerk - In the absence on the Chair and Vice Chair, the Clerk shall act as Planning Board Chair. The Clerk shall review minutes prior to being adopted by the Planning Board.

In the absence of all officers, the Board members present at a meeting shall elect an Acting Chair who shall serve until an officer is able to resume the chair.

### Planning Board Appointments:

A majority of the Board shall:

- Appoint such standing subcommittees as may be constituted.
- Elect one Planning Board member or other qualified person to serve as the Board's representative to the Community Preservation Commission.
- When a vacancy occurs on a Board or Committee which is properly filled by the Board, the Board may elect a member from a list of qualified candidates prepared by the Town Clerk.

### The Mullin Rule:

MGL ch. 39 was adopted by Town Meeting. Under the provisions of MGL Ch. 39, Section 23D, the conduct of public hearings held by the Planning Board shall be as follows:

A member of the Planning Board involved in an adjudicatory hearing shall not be disqualified from voting in the matter solely due to that member's absence from no more than a single session of the hearing at which testimony or other evidence is received. To be eligible to vote, the member shall certify in writing that they have examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing. Nothing in this section shall change, replace, negate or otherwise supersede applicable quorum requirements.

### MGL Ch. 87 (Shade Tree Act):

The Shade Tree Act gives the Tree Warden jurisdiction over the planting or removal of any public shade trees in a public way or, in some circumstances, on public property. In response to a proposal to remove public shade trees submitted to the Planning Board, the Tree Warden shall be notified for input.

### Regular Meetings:

Regular meetings of the Board are scheduled twice each month by the Board. Written notice of all Regular meetings is to be posted in accordance with the Open Meeting Law. At such meetings the Board shall consider all matters properly before the Board.

A regular meeting or special meeting may be cancelled or rescheduled by the Chair. The Chair may also cancel a scheduled meeting prior to the time scheduled for that meeting due to circumstances beyond the Chair's control.

The Planning Board may not hold a public hearing on any day on which a state or municipal election, caucus or primary is held in such city or town.

### Special Meetings:

Special meetings of the Board may be called by the Chair. Written notice of all Special meetings is to be posted in accordance with the Open Meeting Law.

### Preliminary Conferences:

The Board encourages prospective applicants to schedule a pre-application meeting with the Community Development staff prior to the filing of an application. Board members may attend however, there must not be a quorum of the board present at any such meeting.

### Public Hearings:

All hearings and meetings of the Planning Board shall be open to the public except as may be determined by the Board in accordance with the provisions of the Massachusetts Open Meeting Law. No person shall be excluded from a meeting or public hearing unless they are determined by the Chair to be a "serious hindrance" to the workings of the board. And they will be ordered to leave and the Police will be called if they do not voluntarily leave.

An applicant may appear in his/her own behalf or be represented by an agent or attorney. In the absence of any appearance without due cause on behalf of an applicant, the Board may decide on the matter using the information it has otherwise received or continue the hearing.

Following close of a hearing, there will be no communication, written, verbal or otherwise, between the Applicant and any Board member until such time as a decision has been rendered, unless it has been established in writing that the hearing will remain open for additional information for a specified length of time.

### Planning Board Site Visits:

Prior to the opening of a public hearing, Planning Board members, alternates, and staff should conduct site visits individually. Members should familiarize themselves with the proposed work location. They should introduce themselves to the property owner if they are to enter the property. Board members are strongly encouraged to do a "windshield survey" of the neighborhood to ascertain characteristics of same.

Formal Planning Board site visits are arranged at a public meeting and are open to the public for the purpose of assisting the Board members and other interested parties to become familiar with the property involved in the application. Board members and other interested parties may, through the Chairman, ask questions about, and the applicant may point out, site details pertaining to the application, such as boundaries, contours, proposed buffers, driveways, etc. No other testimony will be taken, and no discussion should occur. No minutes are taken.

### Executive Session:

For reasons specified in MGL Chapter 39 Section 23B, the Board may enter Executive Session subject to the following procedures:

- The session must be convened in an open meeting and notice given
- Chair announces the purpose of Executive Session
- Majority must vote in recorded roll call for Executive Session
- Chair announces whether the meeting will reconvene in open session
- Votes taken in Executive Session must be recorded roll call votes

### Hearing Procedure:

The Chair shall call the meeting to order when a quorum is present. Public Hearings are held in accordance with the timing prescribed by statute and at the date and time advertised. Prior to opening a new Public Hearing, the Chair will confirm that proper posting, advertising and abutter notification has been completed as well as inquire whether any Board members need to recuse themselves from participating in the hearing or make disclosures at that time regarding potential or perceived conflicts of interest. The legal notice is read into the record and the Applicant or representative shall present the project. In the event that neither an Applicant nor Applicant's representative is present at the hearing, the Board may grant a continuance to the next scheduled meeting.

The Chair shall preside and the following rules shall apply, including but not limited to the following:

- All persons must be recognized by the Chair before speaking;
- Speakers must begin by identifying themselves by name, address, and any pertinent affiliations;
- All questions/comments/remarks should be directed to the Chair, and not to the applicant, other speakers, staff, or others;
- Presenters and speakers are expected to be brief and to the point;
- The Chair may determine time limits for individual presentations if necessary, to ensure that all citizens and Board members have the opportunity to speak, including the use of timers to limit presentations, questions, or any other component of Applicant's presentation;
- Speakers should focus on asking new questions or providing new information, and avoid repeating previous remarks; and
- The Chair may also determine time limits for public comments and questions, including the use of timers to limit public speaking, questions, or any other component of the public comment period to ensure that all citizens and Board members have the opportunity to speak.

Any person who favors, objects or questions any Application shall have the right to speak, at the discretion of the Chair, after the petitioner completes their presentation. The Chair will ask for the names and addresses of all persons making public comment.

A motion to continue a hearing to another meeting may be requested by the Applicant or by a member of the Planning Board. The continuance shall be made to a date and time certain.

The Board shall not consider any additional materials once the evidentiary portion of the public hearing has been closed, as this material would not be subject to public review and comment.

#### Findings:

The Board shall make Findings of Fact as necessary to support its decision to either Approve, Approve with Conditions or Deny an Application. Minimum findings should include site information, zoning compliance, compliance with applicable decision criteria, and others pertinent facts deemed necessary to support a final decision.

#### Decision:

Based upon the Findings of Fact, a motion shall be made and seconded by a Member making an ultimate finding on the Application to Approve, Approve with Conditions, or Deny an application.

All special permit and site plan approval decisions shall be recorded at the Barnstable County Registry of Deeds or Barnstable County Land Court at the expense of the applicant.

#### *De Minimis* Changes:

*De minimis* changes to an approved site plan or special permit will be reviewed by the Building Commissioner in consultation with the Town Planner. Revisions may only be considered *de minimis* upon making the following determinations:

- Changes would not contravene the legal notice, any finding, or condition of the Board in the original approval;
- Changes would not detrimentally impact matters of substance identified in meeting minutes of original hearings;
- Changes would not alter the character of the development;
- Changes would be so insignificant as not to be noticeable to persons generally familiar with the original approval.
- Changes are not applicable to Site Plan Approval or Special Permit thresholds.

Such *de minimis* changes shall be documented in the Planning Board case file. Revisions that are not *de minimis* will require an application filing and public hearing for either a minor modification of the approved project or new application.

#### Withdrawals of Application:

Withdrawals are permitted prior to submission of the legal notice to the newspaper. Once the Advertisement has been submitted, the Applicant may request a withdrawal of the Application which the Board may approve and determine if it is with or without prejudice. A withdrawal without prejudice means that an application may be resubmitted within two years notwithstanding the requirements of MGL c. 40A §16, Repetitive Petitions.

#### Validity:

In the event of a conflict between the provisions of these Rules and Regulations and the provisions of the Town of Provincetown Charter, Massachusetts Zoning Act, or the Town of Provincetown Zoning Bylaw, the provisions of the Town of Provincetown Charter, the Massachusetts Zoning Act, and the Town of Provincetown Zoning Bylaw shall apply. The invalidity of any section or provision of these Rules and Regulations shall not invalidate any other section or provision hereof.

#### Policies of the Planning Board:

Policies may be added to this document from time-to-time as they are approved by the Board without requiring amendment to the document. A copy of the adopted policies shall be filed with the Town Clerk.

#### Amendment:

From time to time, the Planning Board may amend these Rules and Regulations. Such Rules and Regulations shall be adopted following a majority vote of the board at a public meeting. A copy of the adopted Rules and Regulations shall be filed with the Town Clerk.

## Applicant Procedures

### Applications:

Refer to the requirements of the Zoning Bylaw, as the Rules and Regulations help to further explain and define the requirements of the Zoning Bylaw.

All new, complete applications to be considered by the Planning Board shall be submitted to the Planning Department prior to the posted deadline for the meeting for inclusion on the agenda. Applications with insufficient material/information shall not be noticed or placed on an Agenda for consideration by the Board. See Plans and Supporting Information for a Complete Application section below.

The requirements for complete application outline the major components and leave some discretion on the part of Town Planner in small matters to waive some elements that remain at the discretion of the Board. Larger projects generally require more information and there will be less discretion, as the Board expects detailed plans, reports, and narratives that adequately describe the intricacies of the entire project. The Board retains final determination as to an applications completeness and may ask for additional information at any time during the public hearing process.

For existing applications under review by the Board in which the Applicant wishes to supplement their application, such supplemental materials, including anything which the applicant wishes to present to the Board and public shall be submitted to the Planning Department no later than one week prior to a scheduled hearing in order to be considered. The agenda for the meetings shall be approved by the Chair and filed with the Town Clerk and publicly posted at least 48 hours, not including Saturdays, Sundays or legal holidays, prior to such meetings and shall comply with any other requirements of applicable law.

### Applications for Site Plan Approval and Special Permits:

Any person desiring to apply for Site Plan Approval, or a Special Permit by the Planning Board shall submit an application to the Planning Board using the methods or forms prescribed by the Board.

No Application shall be deemed to have been submitted to the Board and no constructive approval timeline shall begin to run until all the required information, forms, plans and fees have been received by the Board. The Application and supporting materials shall be submitted electronically to the Planning Department so as to be able to easily distributed to various departments (as required by the zoning bylaw), Board members, and made available to the public The Town Planner makes an advisory determination if the scope of a project requires all the elements below, and if missing items are not truly relevant to the project, that they may be waived. The Board makes the final determination as to whether an application is complete and it is in the Applicant's best interest to provide all materials to avoid unnecessary delays and continuances.

Once determined to be complete by the Town Planner, the original Application shall be submitted to the Town Clerk's office and date stamped as received.

All owners of record shall acknowledge the Planning Board application by signing the original Application or submitting a letter of authorization to act on behalf of property owner/owners. No Application shall be deemed complete unless all required information and fees are included. All posting, advertising and abutter notification shall be completed in accordance with applicable statutes.

### Plans and Supporting Information for a Complete Application:

1. Any prospective applicant shall arrange for a pre-application conference with the professional staff of the Community Development Department. One or more coordinated review meetings shall be scheduled prior to application submission for the purpose of reviewing alternative schematic plans, and to give technical feedback before the

applicant makes a significant investment in the project. The prospective applicant may also request the review of schematic plans with the Planning Board on an informal basis.

2. The Site Plan shall be prepared, stamped and signed by a Massachusetts Registered Land Surveyor, Professional Engineer, or Landscape Architect as deemed appropriate for proposed project. If multiple sheets are used, they shall be accompanied by an index sheet, and shall show the entire property at an appropriate scale (example: typically 1" = 10' or 1" = 20') for the size of the Project and level of detail required for a reasonable person to fully comprehend the project.

All plan sheets shall have:

- title block with the name of the entity preparing the plans,
- sheet title,
- unique identifying sheet number,
- graphic bar scale, and
- date and/or the latest revision date.

All Plans shall be submitted electronically to the Planning Department and as well as the appropriate number of full-size paper copies as required in the application instructions. Reduced-size plans that are not to scale will not be accepted. In addition to the requirements outlined in the Bylaw, the Planning Board requires the following:

- Fully dimensioned Site Plan showing current/existing conditions.
- Fully dimensioned Site Plan showing proposed conditions.
- The location and height of all existing and proposed buildings and structures on the site, dimensioned offsets of all buildings to all property boundaries, and the location of all adjacent structures within 200 feet of the site.
- Topography for the entire site and adjacent land at a minimum of two-foot intervals with contours and principal elevations of significant existing and proposed features.
- A full dimensional schedule of all required and provided dimensions, parking spaces, bicycle parking, lot coverage, green area, etc. on the plan set in accordance with the Zoning Bylaw. Zoning nonconformities may require approval by the Board of Appeals prior to Planning Board approval. Include the requirements of any Special Overlay Districts. Include setbacks between buildings when proposed.

Required Dimensional Measurements:

- Lot area
- Frontage
- Front Yard Setback
- Side Yard Setback
- Rear Yard Setback
- Green Area
- Floor Area Ratio
- Lot Coverage
- Building Height
- Roof Type
- Number of Stories
- Density
- Parking areas, showing the following:
  - driveway entrances and exits designed for safe ingress and egress, including directory signs if any
  - layout of parking spaces and aisles, pedestrian walks and required ramps
  - service areas
  - bicycle racks and designated bicycle storage areas
  - representative cross sections of all proposed parking areas and driveways

- parking schedule showing the number of parking spaces required by the Zoning Bylaw and the proposed number of parking spaces.
- All existing and proposed landscape features such as fences, walls, planting areas and walks. Planting details shall include a schedule of species by common and scientific name, height of species, and spacing of plantings and shall be shown at sufficient scale to illustrate clearly the landscaping design. Plans for walks, walls, and fences shall include dimensions and finishes. For multi-unit properties, please show where proposed mailbox units will be located. Proposed landscaping plan should address the following:
  - Landscape design shall give preference to the preservation of existing healthy trees, shrubs and groundcover. Indicate existing 4" caliper trees on the existing conditions plan.
  - Deciduous trees shall be at least three (3") inches in caliper as measured twelve (12") inches above the root ball at time of planting.
  - When choosing and installing trees, smaller varieties shall be planted under utility lines and interference with underground utilities shall be avoided.
  - Groundcover plantings are preferable to mulch where practical. Plantings with lower requirements for irrigation, fertilizing and pesticide use are required. Native species are required or may be substituted by other species upon specific demonstrated need to the Board.
  - All plantings shall be guaranteed for one year. Trees and shrubs that die shall be replanted during the next growing season.
  - Species requiring excess water must include plans for well water supported irrigation.
  - All existing and proposed irrigation wells need to be shown on the plans
- All facilities for water supply and distribution, fire protections, and prevention of air pollution.
- All site plan applications that include exterior lighting shall include a lighting plan and lighting fixture specification sheets that show the type, lumen output, Correlated Color Temperature (CCT), shielding description, location, and height, of all proposed lighting fixtures. The applicant shall provide sufficient information to verify that lighting conforms to the requirements of the Bylaw. All lighting plans shall be accompanied by manufacturer's specification sheets for all proposed lighting fixtures. Projects that include Parking Lots with greater than ten (10) parking spaces, service station projects, or developments of similar large areas of lighting shall submit a photometric site plan. Lighting plan should address the following:
  - Access ways, parking areas, and pedestrian walkways shall have adequate lighting for security and safety reasons.
  - Any luminaires with a lamp or lamps shall be of a fully shielded design and shall not emit any direct light above a horizontal plane passing through the lowest part of the light emitting luminaire. Lighting of building facades, landscape features, monuments, flagpoles and similar objects is allowed at the discretion of the Board if the lighting fixtures are shielded, focused directly at the object being illuminated, and emit the minimum light output that is necessary, in order to reduce light pollution to the greatest extent possible.
  - All luminaires, regardless of lumen rating, shall be equipped with whatever additional shielding, lenses, or cutoff devices are required to eliminate light trespass onto any street or abutting lot or parcel and to eliminate glare perceptible to persons on any street or abutting lot or parcel.
  - The correlated color temperature (CCT), measured in Kelvin (K), of all light sources shall be 3,000K or lower ("warmer") with the exception of lighting within the Town Center Commercial or General Commercial zones that is for decorative effect to enhance nightlife or the appearance of buildings.
  - Energy-efficient lighting is encouraged.
  - Externally illuminated signs shall employ only fully shielded lights fixed within three feet of the surface they illuminate.
  - Security lighting shall be equipped with motion sensors
  - No lighting fixture, whether mounted on a building, pole, or otherwise, shall be located more than 15-feet above grade, except where required by the Building Code.
  - No exterior light fixture shall create a lighting nuisance in the form of light trespass or glare. Light Trespass and Glare are lighting nuisances when they cause significant discomfort to occupants of adjacent properties, or create a hazard to public safety along a public way. This determination will

be made by the Building Commissioner or Building Commissioner's designee through a site visit and a visual inspection and/or night-time photograph.

- All service facilities for sewerage, garbage collection, recycling containers, refrigeration units, propane tanks, mechanical and other utility areas and other waste disposal facilities, in accordance with Town and other requirements shall be screened around their perimeters and detail of the proposed screening shall be included on the plan. Screening may consist of fencing and/ or natural vegetation. The screening shall have an effective height and width to block said service facility from public view, both from within the site and from adjacent properties. All plans shall be accompanied by manufacturer's specification sheets for any factory-made items being proposed.
- All drainage facilities for stormwater drainage and snow-melt run off from all impervious surfaces on the site shall be recharged on site by being diverted to storm water infiltration basins designed to handle a 25-year storm and covered with natural vegetation and be accompanied by a drainage design analysis. The analysis shall take into account the entire watershed area contributory to the site, if deemed necessary by the Board. Coordination of any review by the Board of Health and Conservation Commission, respectively, is highly encouraged to avoid conflict in regulations or duplication of consultant review. Drainage and infiltration plans shall include details of all proposed water diversion, infiltration, and runoff mitigation improvements being proposed, including manufacturer's specifications for any factory-made drainage and infiltration products.
- For undeveloped parcels, the entire watershed area contributory to the site shall be shown on a separate sheet and at a reduced scale, if appropriate.
- A plan for the control of erosion and siltation, including details of all proposed erosion and siltation measures.
- Signature block for Planning Board

3. Floor plans and elevations showing scale, existing and any proposed construction, alterations or renovation of the premises for which approval is sought.

4. Topographical plans of the property shall be furnished if the proposed work contemplates removal or disturbance of any earth, which show existing and finished ground contours at two-foot intervals. Spot elevations at key points and significant structures (including, but not limited to, high and low points, ADA grades, top of wall, corners of buildings).

5. Additional plans containing any other information deemed necessary by the Board to evaluate the safety and efficacy of a proposed development (e.g. traffic impact study, environmental impact study, security plan, etc.). For projects proposing six or more new dwelling units should provide a traffic impact statement from a qualified professional attesting that the project will not have an adverse impact on traffic flow and capacity on any public way. A traffic impact study is required for projects that have the potential to significantly increase motor vehicle traffic trips on any public way. An environmental impact study is required for all new developments proposed in estimated habitat of rare or endangered species. A security plan is required for all proposed Marijuana establishments.

6. Construction Management Plan. A plan of the entire site that shows the following:

- Truck and equipment access points and wash racks to prevent dust and dirt from going into the street
- Any temporary fencing or protection to keep the site safe
- Hours of operations
- Sediment and runoff controls during construction
- Materials staging area
- Any sequence or phasing of the work on site
- Identify any street utility connections and required street patching
- Indicate any safety measures that need to be in place to ensure pedestrians have access to sidewalks.
- Emergency contact info for builder/developer
- Parking restrictions
- Any other items that the Board deems necessary to include in the plan that may be specific to the site, type of work, duration of work, or other external factors impacting the proposed work, etc.

7. Project Narrative Describing Work Proposed in the Plan. All plans shall be accompanied by a detailed project narrative that describes how the work depicted in the plans complies with the requirements of the Zoning Bylaw. Project narratives for Special Permit applications shall also provide specific examples or evidence of how the social, economic or other benefits of the proposed project outweigh any adverse effects such as hazard, congestion or environmental degradation for the neighborhood and Town.

8. Application Form and Fees. An applicant for a site plan review shall submit to the Community Development Department copies of the plans described above together with an application form and fee payment. The official date of receipt of all materials shall be the day such plans are deemed complete by the Community Development Department; however, the Board may determine that an application is incomplete and may postpone hearing an application, and request additional information that it deems necessary. The applicant may be required to amend the application or provide additional information prior to being deemed complete.

Bike racks/ Parking	The addition of bike racks for units accommodating 6 or more persons is encouraged.	Most people will have a car and bikes. Parking – in addition to minimum required number of spots, delivery and guest parking.
Landscape Plan	Applicants are encouraged to maintain indigenous plantings, minimize plantings requiring irrigation. Consider buffers for privacy.	Installing irrigation well vs. xeriscaping, describe how the project will maintain the landscaping long term.
Mailbox	Central post box location to be considered for ease of postal deliveries.	Consult with post office & USPS if there are ten or more units
Dark sky lighting	Safety, sufficient illumination, lighting near walkways, and doorways. No “up lighting” and spot lights.	Use motion detectors and programmed timed lighting for energy efficiency and avoid unnecessary lighting.
Propane tanks	Show location of aboveground and buried tanks or if separate tanks where they will be located.	
Trash	Communal, visually pleasing receptacles for ease of pick-up. Fully enclosed to ensure no trash blowing in the wind.	Consult with DPW
Snow accumulation location	If tight parking areas with multiple units, where will the snow be plowed to? Show designated place for snow storage.	Is town plowing or private? If not removing then how to monitor safe access for all?

#### Plan Revisions:

Supplemental materials, including anything which the applicant wishes to present to the Board and public shall be submitted to the Planning Department no later than one week prior to a scheduled hearing in order to be considered and accompanied by a narrative outline of all plan changes and rationale. Plan revisions should be noted by a bubble notation cloud. Continuance dates will be coordinated with enough time for the changes to be made and submitted to the Board and reviewing engineer if applicable.

#### Waivers:

All waivers must be requested in writing. If an Application is filed under statutes with waiver provisions, waivers shall be recorded and voted upon by the Board in an open public meeting.

#### As-Built Drawings:

Upon completion of the project, the registered professional engineer, surveyor, or landscape architect shall provide an as-built drawing delivered to the Community Development Department showing plan conformance and adherence to conditions of approval.