



SOUTHAMPTON PLANNING BOARD POLICIES AND PROCEDURES

Updates Voted and Approved by the Planning Board February 16, 2011
Schedule C Update September 21, 2011

INTRODUCTION

The purpose of this set of Policies and Procedures is to assist the Planning Board and members of the Public to better understand the procedures and requirements of the Southamptton Planning Board. These Policies and Procedures blend the directions and requirements that are found in State and Local laws. In the cases where Massachusetts General Laws are cited, the reader should refer to the most current Massachusetts regulations to determine changes in requirements.

These Policies and Procedures are adopted by the Southamptton Planning Board under the authority of and in compliance with the General Laws of the Commonwealth of Massachusetts.

MEETINGS:

- Planning Board meetings are held on the first and third Wednesday of the month at 7:00pm. Occasionally, a regularly scheduled meeting may be cancelled or postponed to a later date. Cancellations will be posted 48-hours in advance of the meeting at the Town Hall unless cancelled due to an emergency.
- All meetings are posted in Town Hall at least 48-hours before the time at which the meeting is to be held, in accordance with the current Massachusetts Open Meeting Law. Meeting agendas will be posted in a public space in the Town Hall Building 48-hours in advance of the meeting, in accordance with the current Massachusetts Open Meeting Law.
- All meetings are held in accordance with the Massachusetts Open Meeting Law.
- Meetings are held in the meeting room in the Larabee Building.

AGENDA PROCEDURES

1. A person seeking to have a Preliminary Subdivision Plan, Definitive Subdivision Plan, Special Permit for Erosion and Sediment Control for Stormwater Management, Common Driveway, Building Permit Signature or Approval Not Required (ANR) plan placed on the agenda of a regular meeting must notify the Chairperson and request placement on the agenda of the meeting at which the application is to be reviewed.

Having contacted the Chairperson, such person should file a copy of the application and accompanying plans with the Town Clerk by 4:00pm of the Thursday preceding the meeting at

which the application is to be taken up, ensuring the Clerk places a date stamp on the Application. This allows adequate time to post the item on the meeting agenda, allowing the board to take action at the meeting. Any applications received after this deadline will not be considered accepted, and will be placed on the agenda of the following scheduled meeting.

2. Without proper filing and notification (see 1 above) the Board will not take up an item, as dictated by current Massachusetts Open Meeting Law requirements.
3. Persons wishing to discuss a matter with the Board, but not seeking action on an application, shall notify Board Chairperson by 4:00pm on the Thursday preceding the meeting. The item will be placed on the agenda as an informal discussion item, and no action by the board will be taken. Maximum time allocations for informal discussion items shall be limited to 10-minutes. This time limit may be extended during the meeting by motion of the board, depending on the number of other agenda items.
4. Persons seeking a house number assignment need not be placed on the agenda, but should appear at 7:00pm the evening of the meeting, the time at which such matters are dealt with.

Note: Contact Information for the Planning Board Chair is available on the Town of Southampton Website, as may be updated from time to time.

PLANS:

1. For all applications, plans submitted must be prepared by and stamped by a professional architect, registered engineer, or landscape architect as appropriate for the discipline of work. The Board shall reserve the right to request the Seal and Signature of a different Professional Discipline if, after discussion, the submitted Seal and Signature is deemed inappropriate for the content of the application. Plan scale shall be as specified in the Southampton Zoning by Law or Subdivision Regulation, as applicable.
2. The time period for any application will not begin and the application will not be accepted until considered complete by the Board. A complete application includes the application fee, signed application, plans, and, for special permit and definitive sub-division applications, a certified list of Abutters and Abutter Notifications.

ABUTTERS LISTS:

1. Abutter's lists must be certified by the Assessor's Office. No list will be accepted unless the Assessor's Office has stamped the list as certified.
2. For all applications requiring Abutter Notifications, Abutters shall be identified as all land owners located within 300-feet of the boundary of the subject property.
3. It is the Planning Board's Policy that the Applicant shall be responsible for proper notification of Abutters. Abutter Notification shall be accomplished with Certified Mail/Return Receipt Requested. The actual return receipt shall be submitted to the Planning Board at the start of the first public meeting. Failure to provide proof of Abutter Notification at the first meeting shall

deem the meeting to be improperly noticed, and shall be canceled. In such an event, the Applicant shall be allowed to withdraw the Application for re-submittal at a later date. All costs associated with re-submittal shall be the responsibility of the Applicant, including legal advertisements.

4. The Planning Board shall provide the Applicant with a Copy of a Legal Notice which shall be used as Abutter Notification.
5. In addition to abutter notification, the Applicant shall send notice of the Application to all Municipalities abutting the Town of Southampton. A list of these Communities and Mailing Addresses is attached to this Policy and Procedure as Exhibit A. Proof of Notification shall be accomplished with Certified Mail/ Return Receipt Requested. For matters involving changes to the Zoning by Law, the Applicant shall further notice the Massachusetts Department of Housing and Community Development, the address of which is located in Exhibit A.
6. The Planning Board shall publish the Legal Notice in accordance with Massachusetts General Law. The cost of Advertising shall be reimbursed by the Applicant. Reimbursement of all outstanding costs shall be complete prior to issuance of final approval.

WAIVERS

1. Upon request by the Applicant, the Planning Board may, at its discretion, waive the submission of any of the required submittal information or technical requirements listed in other Town by Laws and Regulations under the purview of the Planning Board. All waivers must be requested in writing at the time of application.

TECHNICAL ASSISTANCE:

1. When due consideration of an application requiring action by the Planning Board requires that the Board seek professional consultation regarding technical matters, the applicant shall reimburse the town for costs of such consultation.
2. A list of Peer Review Consultants, deemed acceptable to the Planning Board, is attached to the Policy and Procedures as Exhibit B.
3. During the public meeting, the Planning Board shall select a Peer Review Firm from the Peer Review List. The Planning Board shall also determine the Scope of Work to be requested from the Peer Review Firm.
4. The Planning Board Chair shall contact the selected firm, provide a copy of a Complete Application to the firm, and request a quotation for performing the application review. Included in the fee shall be a standard fee of \$150 for the Consultant to attend (1)-meeting, if requested by the Board. If meeting attendance is not required, the unused meeting fee shall be returned to the Applicant. The Applicant shall provide the Planning Board with payment for 100% of the amount of the peer review quotation. The Planning Board shall deposit the amount in the Planning Board Peer Review Account, and shall be used to reimburse the peer review consultant. The Chair will authorize the Peer Review Consultant to begin the review only after payment has been received.
5. The Applicant shall provide the Board with one additional, complete copy of the application for transmittal to the Peer Review Consultant. The Peer Review Consultant shall provide the Board with a Review Memorandum, outlining the requested scope of work and a summary of its

findings. The Applicant shall address the Peer Review memorandum in writing, submitted directly to the Board. The Peer Review Consultant shall review the responses and updated information and provide a final summary memorandum listing compliance or further outstanding issues for consideration by the Board.

6. At completion of the review process, any unused portion of the review fee, after payment of all outstanding invoices and debt, shall be returned to the Applicant.

EXHIBIT A

Contact Information for abutting Municipalities

Westfield

Planning Board/Department
Westfield Municipal Building
59 Court Street, Ste 12
Westfield, MA 01085-3571

Westfield

Zoning Board of Appeals
Westfield Municipal Building
59 Court Street
Westfield, MA 01085-3534

Holyoke

Holyoke Planning Department
One Court Plaza
Holyoke, MA 01040

Easthampton

Planning Department
Easthampton Municipal Building
50 Payson Avenue
Easthampton, MA 01027

Easthampton

Zoning Board of Appeals
Easthampton Municipal Building
50 Payson Avenue, Suite 100
Easthampton, MA 01027-2258

Westhampton

Planning Board
Town of Westhampton
One South Road
Westhampton, MA 01027

Huntington

Planning Board
Huntington Town Hall
24 Russell Road, PO Box 430
Huntington MA 01050

Montgomery

Planning Board
Town of Montgomery
161 Main Street
Montgomery, MA 01085

For Zoning Amendments Only:

Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114
Attn: Don Schmidt

EXHIBIT B
Peer Review Consultants

Huntley Associates

30 Industrial Drive
Northampton, MA 01060
(413) 584-7444

Sherman & Frydryk

3 Converse Street
Suite 203
Palmer, MA 01069
(413) 283-6210

Heritage Surveys

PO Box 1
College Highway & Clark Street
Southampton, MA 01073
(413) 527-3600

Tighe & Bond

53 Southampton Road
Westfield, MA 01085
(413) 562-1600

Doucet & Associates

136 West Street
Suite 103
Northampton, MA 01060
(413) 517-0133

EXHIBIT C
FEE SCHEDULE
(Adopted January 17, 2006)
Updated 09-21-11

All fees shall be required at the time of Application Submittal.

PRELIMINARY SUBDIVISION PLAN

\$750, plus \$100 for each lot shown in the Plan up to six lots and \$200 for each additional lot beyond six.

DEFINITIVE SUBDIVISION PLAN

\$750 plus \$100 for each lot shown in the Plan up to six lots and \$400 for each additional lot beyond six, providing the Definitive Plan has evolved from a Preliminary Plan which has been submitted and approved by the Planning Board not more than seven (7) months prior to the date of submission of the Definitive Plan. Otherwise;

\$1,500, plus \$200 per lot shown on the Plan up to six lots, and \$800 for each additional lot beyond six.

APPROVAL NOT REQUIRED PLANS

\$100 per newly created land parcel.

SPECIAL PERMIT FOR EROSION AND SEDIMENT CONTROL FOR STORMWATER MANAGEMENT

Application Fee (per regulation): \$650

Application fee for single residence with disturbance between 40,000 and 80,000 SF: \$50

Application fee for single residence with disturbance greater than 80,000 SF: \$100

SPECIAL PERMIT FOR COMMON DRIVEWAY APPLICATIONS

\$50 per lot serviced by the common driveway

SPECIAL PERMIT FOR ACCESSORY APARTMENT

\$50

INSPECTION FEES (non-refundable)

<u>Roadway:</u>	\$3.00 per lineal foot
<u>Drainage:</u>	\$3.00 per lineal foot
<u>Utilities:</u>	\$2.50 per lineal foot
<u>Any additional utility in a separate trench:</u>	\$2.50 per lineal foot
<u>Sewer:</u>	\$3.00 per lineal foot
<u>Water:</u>	\$2.50 per lineal foot