

# SHUTESBURY SITE PLAN REVIEW CHECKLIST

(for Zoning or Planning Board use)

**Applicant:** \_\_\_\_\_ **Application No.** \_\_\_\_\_

	Action	Who	Date(s)	Notes
A P P L I C A T I O N	<b>1. Application Filed w/ Town Clerk</b> (date/time certified by clerk)	A, TC		
	<b>2. Application Transmitted to Board</b> (forthwith, <u>must</u> have date/time certification from clerk)	TC		
	<b>3. Copies Sent to Other Boards</b> (recommendations due back in 35 days after receipt by reviewing board)	B		
	<b>4. Decision Date Extensions</b> (written agreements <u>must</u> be filed with Town Clerk)	A, B, TC		
D E C I S I O N	<b>5. Decision</b> ( <u>must</u> be made within 65 days of application in #1)	B		
	<b>6. Notify Applicant and Building Inspector of Decision</b> (forthwith)	B		
	<b>7. Decision Transmitted to Building Inspector and Filed with Town Clerk</b> (within 7 days of the decision date in #5)	B		
A P P E A L S	<b>8. Appeals</b> ( <u>must</u> be made within 20 days after written decision filed with clerk in #7)	A, O, TC		
	<b>9. Certification by Clerk</b> (after 20 days has elapsed since #7 with or w/out an appeal)	TC		
	<b>10. Notification of Building Inspector</b> (after 20 days has elapsed since #7 with or w/out an appeal)	TC		

A = Applicant B = Zoning or Planning Board TC = Town Clerk O = Other Party BI = Building Inspector