

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