

Uxbridge Planning Board – Frequently Asked Questions

Q. When does the Planning Board meet and where?

A. The Uxbridge Planning Board meets on the 2nd & 4th Wednesdays at 7:00 pm at the Uxbridge Town Hall in the Board of Selectmen's meeting room. Official Schedules are always posted on the Town Web Site.

Q. How can I be placed on the Agenda?

A. Submit a written request outlining the matter that you wish to discuss with 7 copies of all substantiating material. The Planning Board must receive the request by 5:00 PM the Monday before the Planning Board meeting.

What is the deadline date for Planning Board submissions?

A. Applications for new projects (Preliminary, Definitive & Special Permit applications) are required to be submitted 28 days in advance of the next Planning Board meeting.

Q. How many Planning Board members are there?

A. There are currently five (5) appointed members and (1) associate member. However, the Planning Board is a seven (7) member appointed board.

Q. How can I find out what the fees are for an application to the Planning Board?

A. Click on Planning Board fee schedule for assistance.

Q. Can anyone attend a Planning Board meeting?

A. Yes, all Planning Board meetings are open to the public?

Q. Are all Planning Board meeting minutes available to the public?

A. Yes, all Planning Board meeting minutes are available to the public either on this website or copies can be made available at the Planning Department but copying fees apply.

Q. How will the public hearing work?

A. You, or your agent, should be prepared to present your project to the Planning Board at the public hearing. The Board will ask any questions that they may have. The Board will then open up the hearing for comments from the abutters of the property and the public. If there are still questions or issues that the Board needs answers to it is possible that the public hearing will be continued to another time.

Q. When will I get my decision after the public hearing is closed?

A. According to our bylaws, you will get a decision from the Board within 90 days after the hearing is closed. This decision will be mailed to the applicant by registered mail and will also be submitted to the Town Clerk and other departments.

Q. How do I find out about a public hearing that the Planning Board is holding?

A. All public hearings are posted as least fourteen (14) days prior to the hearing date to the bulletin board in the Uxbridge Town Hall. The public hearing notice is also posted in the Worcester Telegram & Gazette two (2) weeks prior to the meeting. If you are a legal abutter to any project, you will be mailed a copy of the hearing notice by the applicant or the applicant's engineering firm.

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Q. What lots are for sale in Uxbridge?

A. The office of the Planning Board cannot answer this question either. It is suggested that anyone interested in the sale of lots contact a local realtor.

Q. Where can I get a map of Uxbridge?

A. The Planning Board currently has no mapping capabilities. Reference Zoning maps are posted in the Town Hall for review.

Q. What subdivisions are currently under development?

A. Unfortunately, the office of the Planning Board cannot answer this question, as builders do not share their construction schedule with us. In the Annual Report there is a list of all of the approved plans from the past year.

Q. What is a public right-of-way and why do we need it?

A. The public right-of-way refers to the land area dedicated to public use, typically for pedestrian and vehicular movement. The public right-of-way is controlled and generally maintained by a public agency, such as the City, County, State or Federal government. Public rights-of-way can include streets, alleys, sidewalks, paths, landscaping, drainage facilities, lighting and other utilities and infrastructures.

Q. What is an easement and why is it necessary?

A. Generally, easements establish a portion of private property where someone other than the landowner has legal property rights. Utility easements provide space for utilities such as water, sewer, electricity and cable. Drainage easements allow water to flow to an area designated for detention. Access easements allow the public access across or to a particular area.

Q. What is the description of a Form A?

*A. An application for the endorsement of a plan believed not to require approval under the Subdivision Control Law. A Form A or Approval Not Required (ANR) plan divides land into house lots when the lots have frontage on an existing street. *Note: For a copy of the ANR (Form A) application, please see Additional Links: Planning Board Applications.*

Q. How many applications and plan copies are needed when a Form A application is submitted? *A. Seven (7).*

Q. When is the best time to submit a Form A?

*A. The Planning Board has 21 days after the submission of a Form A plan to approve the application. Therefore, the best time to submit a Form A application would be the Wednesday before the next scheduled Planning Board meeting. *Note: Please see Additional Links: Planning Board applications – ANR checklist for additional information of what is required for an ANR (Form A) application.*

Q. What are the required lot sizes, minimum yards (setbacks) and frontage?

A. Please see Additional Links: "Appendix B: Table of Dimensional Requirements" document for additional information.

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Q. What if there is no way for me to meet the setback requirements for my property?

A. If all options have been explored and there are no feasible alternatives within the regulations of the ordinance, a property owner can request a variance from the Zoning Board of Appeals. They must demonstrate that the request has no negative effective on public health, safety, or welfare, and that there is some unique characteristic of the property that does not allow compliance with the current regulations. The property owner must also demonstrate a non-financial hardship if they were not granted a variance to the regulations. See the Town of Uxbridge Zoning Board of Appeals link for additional information.