



**TOWN OF UXBRIDGE**  
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## **Development Application Review Process**

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When a development proposal is initiated at a designated Priority Development Site, the following process shall apply. Applicants for other (non-PDS) projects may follow this same process as a means to clarify the permit requirements based on information they provide.

1. **Inquiry Phase.** Inquiry is made to the Department of Planning and Economic Development. This is usually accomplished with a face-to-face scheduled appointment between the applicant and the Department Director. Often it would be appropriate and even helpful for the applicant's attorney or engineer to attend this meeting, since they may be well-suited to communicating some of the technical information that will be reviewed.
2. **Scoping Meeting.** A Scoping Meeting is intended to provide the applicant with a list of the local land use permits required for the proposed development.

Following the Inquiry meeting described above, the applicant submits 10 copies of a "concept plan" showing the proposal. The idea is not to provide engineering details, but an illustrative plan showing the proposed development on a fairly general level (building layouts, parking area configurations, general traffic flows, general stormwater management and infrastructure, etc). The applicant also submits a short letter asking for a Scoping Meeting in pursuit of the development.

Upon receipt of the letter and copies of the concept plan described above, the P&ED department will facilitate a Scoping Meeting. These are held twice each month. The project will be scheduled for review at the next meeting that is at least one week away (so that there is opportunity for the departments to review the materials prior to the meeting). The departments present for a Scoping Meeting will be represented by the Technical Review Committee and may include any/all of the following offices: Building, Conservation, Fire, Health, Manager, Planning, Public Works, Selectmen, Zoning

Within 5 calendar days after the Scoping Meeting, the P&ED department will send a letter to the applicant (or the designated single point of contact) listing the land use permits required based on the town's understanding of the proposal being pursued.

Because the necessary permits may vary based on some specific details, the guidance from town officials is based only on what the applicant represents during the Scoping Meeting to review the concept plan. The Scoping Meeting is not an application review – it is intended only to identify the permits required and, in some cases, to clarify submittal requirements based on the application.

3. Application(s)/Project Review. This step is specifically tied to applications affecting Priority Development Sites. For other projects, the process for a review may vary, depending on what permits are being sought. {This process applies to Major Non-Residential Development projects under the Zoning Bylaw.}

Ten copies of a complete package shall be submitted to the department of P&ED. This shall include all material required by local bylaws and regulations, and material described during the Scoping Meeting. ALL FEES MUST BE SUBMITTED AT THIS TIME. Within 10 days of receipt (and usually in less time), the Department of Planning & Economic Development will distribute the submittal materials to various departments along with information establishing the date of the TRC meeting at which the submittal will be reviewed. This TRC meeting will generally be about 2 weeks after the material is distributed.

The departments receiving the materials shall be all those for which permits will be filed as part of the development process, at a minimum. In a typical situation, therefore, Planning, Zoning, Building, Conservation, DPW and Health will be receiving materials at this stage, as well as any other departments that pertain to this particular submittal. It may also be appropriate to distribute some or all of the materials to the Selectmen, Assessor, Finance Director, School Department, and others.

The TRC may request the applicant's engineer (or other appropriate representative) be present for this meeting in order to address concerns, answer questions, or provide insight as may facilitate the review process.

The TRC will review the submittal and each department/board/official will render a written report/recommendation(s) to the Planning Board regarding the (1) the adequacy of the data and the methodology used by the applicant to determine impacts of the proposed development and (2) the effects of the projected impacts of the proposed development. These reports are due to the Planning Board within 35 days of the date the application materials were originally distributed to the Department of Planning and Economic Development.

This will often conclude the work of the TRC on a project. In some cases, however, there will be continued "dialogue" between the Planning Board and one or more board or department or official (and/or the applicant) in order to ensure that any points of concern are thoroughly addressed to the satisfaction of the town.

As is already the practice, the Planning Board's final decisions including conditions of approval will be distributed by email to the departments for their information.

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