

LEVERETT SITE PLAN REVIEW PROCEDURE

Leverett zoning bylaw 3900

1. Applicant submits application to Town Clerk (Lisa Stratford), who collects fee (\$100), date stamps it and puts a copy in Planning Board box.
2. PB asks assessors (assessors@leverett.ma.us) for list of abutters. Clerk for assessors is Linda Beven.
3. Prepare letter informing all abutters of notice of public hearing for site plan determination.
4. Send above letter via certified mail (no return receipt) to all abutters. This must be done within 65 days of the application filing with Town Clerk.
5. After public hearing send letter to Town Clerk advising her of Planning Board decision on application. Must be done within 14 days of hearing.
6. Town Clerk advises applicant of decision of PB.
7. Copy of approved site plan to be sent by applicant to Building Inspector and Registry of Deeds