

Submittal Deadlines for Planning & Zoning Commission and Inland Wetlands and Watercourses Agency Reviews by Engineering Division

The Engineering Division has noticed that revisions for projects on the P&Z Commission Meetings and IWWA Agency Meetings have been submitted by the Engineer/Developer/Owner well past the required deadline for review by the Engineering Division. The deadlines need to be met as this backlogs the next meetings reviews as well as the administrative reviews for P&Z and IWWA. Below are the submittal deadline requirements in effect since October 13, 2008:

- It is recommended that all new submittals to the Planning & Zoning Commission and the Inland Wetlands & Watercourses Agency be submitted five weeks prior to their expected public meeting date. This is recommended because all new submittals have a minimum four-week review period for the Engineering Division. The additional week is recommended for processing for the Planning & Zoning Commission and the Inland Wetlands & Watercourses Agency. The four-week period is based on the date that the Engineering Division receives the submittal and not the date it is submitted to the Planning & Zoning Commission and the Inland Wetlands & Watercourses Agency.
- It is recommended that all revisions for submittals to the Planning & Zoning Commission and the Inland Wetlands & Watercourses Agency be submitted three weeks prior to their expected public meeting date. This is recommended because all revision submittals have a minimum two-week review period for the Engineering Division. The additional week is recommended for processing for the Planning & Zoning Commission and the Inland Wetlands & Watercourses Agency. The two-week period is based on the date that the Engineering Division receives the submittal and not the date it is submitted to the Planning & Zoning Commission and the Inland Wetlands & Watercourses Agency.
- All administrative reviews submitted to the Planning & Zoning Commission and the Inland Wetlands & Watercourses Agency will have a minimum two-week review period for the Engineering Division. The two-week period is based on the date that the Engineering Division receives the submittal and not the date it is submitted to the Planning & Zoning Commission and the Inland Wetlands & Watercourses Agency.
- All submittals for Certificate of Occupancy to the Planning & Zoning Commission and the Inland Wetlands & Watercourses Agency will require a minimum two-week review period for the Engineering Division. Certificate of Occupancy reviews will be handled in the order in which the Engineering Division receives them. The two-week period is based on the date that the Engineering Division receives the submittal and not the date it is submitted to the Planning & Zoning Commission and the Inland Wetlands & Watercourses Agency.