

**Town of New Shoreham Planning Board  
Amendments to the Land Development and Subdivision Regulations  
Article 8, Section 803**

**The New Shoreham Planning Board hereby adopts the following amendments:**

**Section 803. - Master Plan Review Procedures.**

A. *Purpose.* The purpose of the master plan stage of review is to provide the applicant with the opportunity to present an overall plan for a proposed project site outlining general, rather than detailed, development intentions. The master plan describes the basic parameters of a major development proposal, rather than giving full engineering details.

B. *Initial Written Comments.* Initial comments on the master plan shall be solicited from town department and agencies, state agencies, and federal agencies, as required in the master plan checklist (Appendix C). The Administrative Officer shall coordinate review and comments by participating agencies.

C. *Certificate of Completeness.* The application shall be certified complete or incomplete by the Administrative Officer within ~~sixty (60)~~ twenty-five (25) days of its receipt. The time period will be deemed stopped upon the issuance of a certificate of incompleteness by the Administrative Officer, and will recommence upon the resubmission of a corrected application. However, in no event will the Administrative Officer be required to certify a corrected submission as complete or incomplete less than ~~fourteen (14)~~ ten (10) days after its resubmission.

D. *Informational Meeting.* A public informational meeting shall be held prior to the Planning Board decision on the master plan, unless the master plan and preliminary plan approvals are being combined, in which case the public informational meeting shall be optional, based on Planning Board findings and determinations made part of the record.

1. Public Notice for the informational meeting is required, and shall be given at least fourteen (14) days prior to the date of the meeting in a newspaper of general circulation within the Town. Postcard notice shall be mailed by the applicant to all property owners requiring notice pursuant to Section 303B.

2. At the public informational meeting the applicant, or any representative of the applicant, shall present the proposed development project for the benefit of the Planning Board and the public. The Planning Board shall allow oral and written comment from the general public. All public comments shall be made part of the public record of the application.

Adopted by the New Shoreham Planning Board April 11, 2018