



TOWN OF HAMILTON
DEPARTMENT OF PLANNING & DEVELOPMENT

MEMORANDUM

TO: Planning Board members
FROM: Mark Connors, Planning Director
RE: Planning Board applications
DATE: December 12, 2024

Several of the Planning Board land use applications and accompanying checklists have not been updated in several years and would benefit from an overhaul. This is especially true of the Site Plan application and checklist. The applications convey basic information about a land use application and consolidate relevant information in a single document. Applications and checklists can also assist applicants, members of the Board, and other interested parties in understanding the minimum requirements required by the Town and the criteria under which applications are evaluated.

Since Planning Board applications are an administrative function of the Planning Board, no Town Meeting approval is necessary in order to update the applications. Therefore, the forms can be updated reasonably quickly at the discretion of the Board. If members of the Board are agreeable, the forms can be updated and considered for approval early in the New Year.