

Town of Sandwich
THE OLDEST TOWN ON CAPE COD



Planning & Development

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FOR PUBLIC NOTICE

TOWN POLICY FOR PLANNING & DEVELOPMENT OFFICE AND ZONING BOARD OF APPEALS AGENDA PROCEDURE

To better serve prospective applicants, it shall be the policy of the Zoning Board of Appeals to forthwith provide time in each regular meeting agenda for Board Discussion that allows impromptu and ad hoc dialogue with the intent to answer any procedural questions or provide general advice for informational purposes to the public and prospective applicants.

In accordance with Massachusetts Open Meeting Law, the general public, applicants, consultants and legal representatives are hereby reminded that major deliberation, decisions or voting shall not be rendered during Board Discussion and that any applicant seeking such determination shall file to appear on the formal agenda by the Wednesday before an upcoming meeting, which shall then be posted publically (with the exception of ANR plans as per MGL.) Any submissions or applications filed after this agenda deadline will be considered late and automatically scheduled for the next meeting. No exceptions. Should the applicant require a Public Hearing, all deadlines for proper notice in newspapers, etc. shall take precedent. All applicable fees shall be collected and in receipt of the Planning & Development office before the Zoning Board of Appeals convenes. The Board will not consider any application where either a fee has not been submitted or there are outstanding taxes owed by the applicant.

Please direct any questions or concerns to the Planning & Development office at 508-833-8001 or via email at planning@townofsandwich.net.