

ARTICLE 4 – ADMINISTRATIVE PROCEDURE

4.1 Procedure

In order to establish an orderly, equitable and expeditious procedure for reviewing subdivisions and to avoid unnecessary delays in processing applications for subdivision review, the Board shall prepare a written agenda for each regularly scheduled meeting. The agenda shall be prepared no less than one week in advance of the meeting, distributed to the Board members and any applicants appearing on the agenda, and posted at the municipal offices. Applicants shall request to be placed on the Board's agenda at least fifteen days in advance of a regularly scheduled meeting by contacting the ~~Planning Office~~Planning & Development Office and complying with its submission requirements.

4.2 Ineligible Applicant

No plan may be considered by the Board as long as the applicant subdivider or principals of any such applicant or subdivider shall be in default or shall have failed to complete improvements on any previously approved subdivision plan in the Town, in accordance with the terms of the approval. Such default or failure to complete shall constitute conclusive evidence of the inability of such applicant to comply with the terms of this Ordinance or to complete work required by a Final Plan.