

FORM 7

Town: _____
Planning Board Hearing Date: _____
Relative to Article(s): _____

Form 7

Complete and sign the following. When necessary, you may need to use multiple copies of this Form 7 if Articles were considered at separate Planning Board Hearings.

- 1.) If applicable, date on which the proposed amendments were submitted to the Board of Selectmen:

Amendments were originally proposed by: _____ Date #1 _____

[Attachment #1, copy of original proposal.] (If not applicable, put N/A.)

- 2.) If applicable, date on which the Selectmen submitted the proposed amendments to the Planning Board (*must be within 14 days of Date #1, above*):

Date #2 _____

(If not applicable, put N/A.)

- 3.) Date on which the **first** Notice of Planning Board hearing was **published** in a newspaper of general circulation in the town (*must be at least 14 days prior to Date #10, below*):

Date #3 _____

[Attachment #2, copy of the notice. Please identify the Article number next to each Article referred to in the notice.]

- 4.) Date on which the **second** Notice of Planning Board hearing was **published** in a newspaper of general circulation in the town (*must be sometime during the week immediately following the week in which Date #3, first published notice of Planning Board Hearing, falls*):

Date #4 _____

[Attachment #3, copy of the notice. Please identify the Article number next to each Article referred to in the notice.]

- 5.) Date on which Notice of Planning Board Hearing was posted in a conspicuous place in the Town Hall (*must be at least 14 days prior to Date #10, below*):

Date #5 _____

[Attachment #4, copy of the notice. Please identify the Article number next to each Article referred to in the notice.]

- 6.) Date on which copy of Notice of Planning Board Hearing was **mailed** to the Department of Housing and Community Development (*must be at any date reasonably prior to Date #10, below*):

Date #6 _____

- 7.) Date on which copy of Notice of Planning Board Hearing was **mailed** to the Regional Planning Agency, if any (*must be at any date reasonably prior to Date #10, below*):

No Agency: _____ Date #7 _____

- 8.) Date on which copy of Notice of Planning Board Hearing was **mailed** to the planning boards of each abutting city or town (*must be at any date reasonably prior to Date #10, below*):

Date #8 _____

- 9.) In cases involving boundary, density, or use changes within a district, date on which Notice of Planning Board Hearing was mailed to any **non-resident property owner** who had filed a request with the town clerk and whose property lies in the district where the zoning change is sought (*need be done only when requests have been filed with the town clerk*); or indicate if there was no such filing:

None Filed: _____ Date #9 _____

FORM 7

10.) Date of the Planning Board Hearing (*must be within 65 days of Date #2, above*):

Date #10 _____

11.) Date on which Town Meeting voted on the proposed amendments (*where the Planning Board has failed to submit a report with recommendations to Town Meeting, Town Meeting may not vote to adopt the proposed amendments, unless this Date #11 is at least 21 days after Date #10, above*):

Date #11 _____

12.) Planning Board Report with Recommendations; indicate if the report is written or oral:

Written: ☐ Oral: ☐ Neither: ☐

[Attachment #5, copy of the planning board report, if written.]

Certification

I certify that information set forth above is complete and accurate and that within the two years prior to this town meeting, either: (1) No unfavorable action was taken on any of the above articles, or (2) the Planning Board recommended the adoption thereof.

Signature of Town Clerk

Printed Name of Town Clerk

Date Signed