

Form 7

Town: _____

Planning Board Hearing Date: _____

Continued Hearing Date(s): _____

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 _____

(If not applicable, put N/A.)

[Attachment #1, copy of original proposal.]

- 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.]

Form 7

- 6.) Date on which copy of Notice of Planning Board Hearing was **mailed** to the Executive Office of Housing and Livable Communities (EOHLC) (*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*):

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 _____

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

Date #10 _____

- 11.) 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.]

- 12.) 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 #12 is at least 21 days after Date #10, above*):

Date #12 _____

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.

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Signature of Town Clerk

PRINT name

Date signed