



Marion Planning Board
Rules and Procedure for Filing Site Plan Review
Pursuant to §230-9.1 of the Code of the Town of Marion

Before submitting a site plan, an applicant shall meet informally through a Pre-Submission Conference with the Planning Board at a public meeting to review the information the applicant must submit and determine the required filing fee.

Pre-submission Conference: Filing Requirements

- 2 copies of a completed [Form 4A](#)
- 8 copies of any additional supporting documents (engineered plans or sketches recommended)
- Electronic copy (PDF) of application and site plan emailed to the Planning Office

The Planning Board will advise the applicant through **Form 4B** the amount of the filing fee, the need for and/or scope of an environmental assessment, and any exceptions with respect to the site plan details **within 22 days** of the Pre-Submission Conference.

Site Plan Review: Filing Requirements

- 2 copies** of completed [Form 4C](#)
- 1 copy** of **Form 4B**
- Fees
 - \$75 for sites with ≤ 10 parking spaces
 - \$125 for sites with > 10 parking spaces
- 53G Consulting Account check** for amount stated in Form 4B
- 3 prints of the full-sized** Site Plan
- 16 11"x17" prints** of the Site Plan
- Certified list of abutters** within 300' of the boundary line. NOTE: The applicant is responsible for obtaining the list from the Assessors' Office. The Planning Office will mail by certified mail the notice to abutters.
- Abutters' mailing address labels in triplicate** for abutter notifications
- Additional applicable supporting documents
- 3 copies of the Drainage Report (if applicable)
- Electronic copy** of application and all supporting documents emailed to the Planning Office

Note: The applicant will be billed by the Planning Office for the advertising fee and abutter notification once completed.

Public Hearing

Once the full and complete application is received by the Planning Office, a public hearing on the project will be scheduled within one month of receiving the application.

Within 5 days of receiving the completed application, the Planning Board will distribute copies of the application and supporting documents for requests for comments to the Conservation Commission, Board of Health, Department of Public Works, Building Commissioner, Marine Resources Commission, Fire Chief, and Police Chief, as appropriate.

The Planning Board shall prepare a public hearing notice which will be published for 2 consecutive issues of The Wanderer or other newspapers of general circulation. The notice shall be published no less than 14 days prior to the opening of the public hearing as well as posted in a conspicuous place in the Town Hall.

For more information on the Standards of Review: <https://ecode360.com/31519827>

Decision

The Planning Board shall take a final vote within 60 days of its receipt of the application. That period may be extended by the written request of the applicant. After the 20-day appeal period, the applicant is responsible for getting the approved decision recorded at the Plymouth County Registry of Deeds.