



# *TOWN OF ROCKLAND*

## **Planning Board and Zoning Board**

Town Hall  
242 Union Street  
Rockland, Massachusetts 02370

### Joint Meeting Outline for Zoning & Planning Boards

- Developer submits all documents requested by Instructions for a Joint Meeting.
- Zoning Board advertises Public Hearing. Planning Board posts public meeting.
- Zoning Board handles notices to abutters and packets to other Town Boards.
- Both the Zoning Board and the Planning Board request that all concerned Department Heads or their Designee attend the scheduled meeting or submit a letter in writing prior to the meeting.
- Both the Zoning Board and the Planning Board will give the other Town Departments thirty-five (35) days to review and respond back with a letter to the Zoning Board (cc: Planning Board) after the date stamped packets are delivered to other Town Departments.
- No response from the Town Department(s) will constitute approval from that Town Department.
- Zoning Board & Planning Board meet in a designated location for a joint public hearing that will be posted and advertised.
- Meeting will be called to Order by the Zoning Board Chairman and the legal notice advertisement will be read into the record.
- Applicant shall present their proposal to both the Zoning Board and Planning Board.
- Town Land Use Counsel, if needed, will be present at the meeting(s) for any legal questions.
- Engineer gives his/her report on Site, Traffic, Drainage, and Zoning.
- The Zoning Board Chairman will read into the record any report from other Town Department Heads.
- Zoning Board members ask questions of the Applicant(s).
- Planning Board members ask questions of the Applicant(s).
- The Zoning Board Chairman will ask for input from public (either for or against the petition).
- The Zoning Board Chairman will ask if there are any more questions to be asked from Zoning Board members or Planning Board members.
- If any major changes are to be made to the original plan filed with the application, both Boards will schedule another joint meeting/public hearing.
- If there are minor changes made to the plan, the Zoning Board and the Planning Board shall schedule a date for their individual board meeting for discussions and decisions to be made with the respective board.

**Revised October 29, 2009**