

Q. What is a subdivision? **A.** A subdivision is the division of a tract of land into 2 or more lots, which generally requires the creation of 1 or more roads. The Planning Board, in a public hearing reviews subdivision plans, notice for which is given in the newspaper and to abutters within 300 feet of the project. The Planning Board reviews subdivision plans to ensure the adequacy of the new roads, drainage, utilities and lots being created. The Planning Board has only limited authority over the construction and placement of buildings within subdivisions.

Q. What is an Approval Not Required Plan (ANR)?

A. Also known as an "81-p plan" or "Form A plan", it is a type of land division which does not require a formal review process by the Planning Board. Generally, all lots shown on an ANR plan must have frontage on an existing public way, except in the case of land transfers between properties. The plan is then entitled to endorsement by the Planning Board as "Approval Not Required" without notification of abutters or a public hearing. The plan is then recorded at the Registry of Deeds.

Q. What is a Site Plan?

A. A site plan shows the footprint of a building, or group of buildings, with associated utilities and parking. The Planning Board requires site plan review for projects that involve the alteration, construction or change of use of any structure, other than a single-family or two-family dwelling. The site plan process requires a public hearing and notification of abutters, except projects which the Planning Board authorizes for "limited" site plan review, which does not require a public hearing or notification.

Q. How much time will it take to review and approve a site plan application?

A. The Planning Board has sixty (60) days to hold a public hearing following the submission of a complete site plan application. A public hearing is advertised and held within that timeframe, with notification of abutters (except in the case of a limited review). Following the close of the public hearing the Planning Board has thirty (30) days to make a decision.

Q. How do the various Franklin departments/boards provide plan input?

A. The town has Plan Review two weeks before the scheduled Planning Board meeting. These include the Planning Department Staff, Town Engineer, Building Commissioner, Conservation Commission Staff, Board of Health Agent, and a Fire Department representative who provide their comments and opinions to one another and the applicant.

Q. When are public hearings?

A. The Planning Board must hold a public hearing on almost every item before it. For example, before adopting or amending subdivision control rules and regulations, subdivision reviews, and site plan reviews. Notice of the hearing must include the date, time, place and subject matter and must be published in a newspaper once in each of two successive weeks with the first publication being not less than fourteen days before the date of the hearing.