

**ARTICLE 4 - ADMINISTRATIVE  
PROCEDURE**

In order to establish an orderly, equitable and expeditious procedure for reviewing subdivisions and to avoid unnecessary delays in processing applications for subdivision review, the Board shall prepare a written agenda for each regularly scheduled meeting. The agenda shall be prepared no less than one week in advance of the meeting, distributed to the Board members and any applicants appearing on the agenda, and posted at the municipal offices. Applicants shall request to be placed on the Board's agenda at least ten days in advance of a regularly scheduled meeting by contacting the Chairperson. Applicants who attend a meeting but who are not on the Board's agenda may be heard only after all agenda items have been completed, and then only if a majority of the Board so votes. However, the Board shall take no action on any application not appearing on the Board's written agenda.

Preparing a written agenda is important so that Board members are properly prepared for the meetings and the public is notified about the business the Board will be conducting. This section should be modified to reflect the actual procedures your municipal review authority will use. If your municipality uses a different system, that procedure should appear here. Refer to the code enforcement officer or the town clerk if either person is the one to contact to be placed on the agenda.