

Application Submittal Information for Concord Planning Board Applications

Planning Board webpage <https://concordma.gov/1146/Planning-Board>

Applications forms <https://concordma.gov/1150/Planning-Board-Application-Forms>

Please read all detailed instructions below.

- Step 1. Before you file, complete application forms, and prepare necessary supplemental materials.
- Step 2. On the day that you file, get application date stamped by Town Clerk*.
- Step 3. On the day that you file, request abutter's list from Assessor's Office**.
- Step 4. Submit hard copies of the application to Planning Division***, in person, during business hours or by appointment. Applicants must also provide a digital copy of all the plans and supplemental materials. The preferred method is via email to planningdivision@concordma.gov with pdf attachments or an ftp site. Please note that incoming email with attachments larger than 10MB cannot be received. If the files exceed 10MB, submit a thumb drive with the hard copies instead.

For general applications <https://concordma.gov/1150/Planning-Board-Application-Forms> -

This is primarily a digital process so please only submit the following number of hard copies:

4 sets of full-size plans and 2 sets of 11 x 17 reduced plans

2 sets of stormwater drainage report, if applicable.

4 sets of all additional supporting documentation and materials

1 Community Newspapers (Gatehouse Media) Legal Notice [form](#)

1 original application stamped by the Town Clerk and 3 copies also stamped by the Town Clerk

Check payable to the Town of Concord in the appropriate fee amount. See [fee schedule](#).

*[Abutters Request form](#) See instructions below for obtaining this from Assessor's Office.

If this is a Definitive Subdivision plan, a separate hard copy set of plans and materials need to be submitted to the Board of Health via the **Health Dept.** This set also needs to be stamped by the Town Clerk. The Health Dept. is located on the 2nd floor at 141 Keyes Road and is open Monday – Thursday from 9:00 a.m. to 3 p.m. and by appt. Fridays closed. Webpage <https://concordma.gov/616/Health> Email healthdepartment@concordma.gov Phone 978-318-3275 during business hours.

*Contact the **Town Clerk's Office** or visit during business hours to have the application date stamped. Webpage <https://concordma.gov/342/Town-Clerk> The Town Clerk's Office located at 22 Monument Square is open Monday – Thursday 9:00 a.m. to 3:00 p.m., Fridays 9:00 a.m. to 12:00 noon and by appointment. Email townclerk@concordma.gov Phone 978-318-3080 during business hours.

Please note that you will need to make one additional copy of the application and the reduced plans for the Town Clerk to keep.

Submit an [Abutters Request form](#) to the **Assessor's Office for a certified list of abutters. Please follow the instructions on their webpage <https://concordma.gov/164/Assessing> The Assessor's Office is located at 24 Court Lane and is open Monday - Thursday - 9:00 A.M. to 3:00 P.M., Friday - 9:00 A.M. to 12:00 P.M. Email assessoroffice@concordma.gov Phone 978-318-3070 during business hours.

*****The Planning Division** is located on the first floor at 141 Keyes Road and is open Monday – Thursday from 9:00 a.m. to 3 p.m. and by appt. Fridays closed. Email planningdivision@concordma.gov Phone 978-318-3290 during business hours.

After submittal, Applicants will be informed of the Planning Board meeting date.