

Planning Board Application Procedures

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. Please note that incoming email with attachments larger than 10MB cannot be received. If the files exceed 10MB, email a link to download files or submit a USB flash drive with your application package.

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:

- 1 original application and 1 copy of the application, both stamped by the Town Clerk.
- 1 full-size plan and 2 sets of 11 x 17 reduced plans. Town Clerk will keep on reduced plan.
- 1 copy of all additional supporting documentation and materials
- 1 stormwater drainage report, if applicable.
- 1 Concord Bridge Legal Notice [form](#)
- Application Fee - Check should be made payable to the Town of Concord. See [fee schedule](#).
- *[Abutters Request Form](#) See instructions below.

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 Department**. This set also needs to be stamped by the Town Clerk.

The Health Department is located on the 2nd floor at 141 Keyes Road.

Web: <https://concordma.gov/616/Health> Email: healthdepartment@concordma.gov Phone: 978-318-3275

*Contact the **Town Clerk's Office** or visit during business hours to have the application date stamped. The Town Clerk's Office located at 22 Monument Square. The Town Clerk will keep one copy of the application.

Web: <https://concordma.gov/342/Town-Clerk> Email: townclerk@concordma.gov Phone: 978-318-3080.

Submit an [Abutters Request form](#) to the **Assessor's Office for a certified list of abutters. Assessing will send the abutters list directly to the Planning Division Office and notify the applicant of the fee. A separate check should be dropped off or mailed to the Assessor's Office.

The Assessor's Office is located at 24 Court Lane.

Web: <https://concordma.gov/164/Assessing> Email: assessing@concordma.gov Phone: 978-318-3070.

*****The Planning Division** is located on the first floor at 141 Keyes Road.

Web: <https://concordma.gov/1146/Planning-Board> Email: planningdivision@concordma.gov Phone: 978-318-3290.

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