



Town of Milton Planning Board Scenic Roads Checklist

Town of Milton Planning Board
Town Hall Offices
525 Canton Avenue
Milton, MA 02186
617-898-4847

Please use this checklist to ensure that your Scenic Roads application is filed properly. For the full text of the Scenic Road Bylaw, refer to Section 13 of the Planning Board's *Rules and Regulations*. Copies are available for \$10 at the Town Hall.

Any person, organization, state or municipal agency seeking to trim or remove trees, tear down or reconstruct stone walls, in whole or in part, must file a written request with the Planning Board (M.G.L. Ch. 40 §15C).

This request should reflect the following:

- ☐ Purpose of the proposed changes
- ☐ Whether the proposed changes will affect stone walls, trees, or both.

Additionally, the request should come with the following enclosure:

- ☐ The text of a legal advertisement, including the time, date, place and purpose of the hearing. It should include a reasonable description of the proposed action.
(Examples of legal notices on reverse.)

Notice to Abutters

Upon receipt of your request, the Planning Board will provide you with a list of abutters. The legal notice should be sent, via certified mail, to the abutters list. The Planning Board will ensure that the notice be forwarded to the Board of Selectmen, the Conservation Commission, the Historical Commission, the Town Engineer, the Tree Warden and the Director of the Department of Public Works.

Fees

Applicants are expected to send notice via certified mail, at their own expense, to the abutters and provide the signed receipts to the Planning Board at the public hearing. The Board will have the applicant billed directly for the cost of legal advertisement.

When necessary, the Planning Board reserves the right to request additional materials, such as plans, photographs, and/or drawings. Any costs incurred complying with such a request shall be the responsibility of the applicant.

Procedure

- ☐ Contact the Planning Director to inform the Planning Board of your Intent.
- ☐ Submit written request with attachments to the Planning Board.
- ☐ Upon receipt of a complete submission, a hearing will be held within 30 days, usually sooner.
- ☐ Upon closing the hearing, the Planning Board has 21 days in which to make a determination.

If you have any questions please contact the Planning Director at 617-898-4847.