

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 the 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 application and all attachments have to be saved as individual document files and not saved as one document.) 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 or use an ftp site.**

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 set of full-size (24"x36") plans

2 sets of 11" x 17" reduced plans

1 stormwater drainage report, if applicable.

2 sets of all additional supporting documentation and materials

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

1 original application and 1 copy stamped by the Town Clerk for a total of **2 applications**.

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 Division**. 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 healthdivision@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 assessorsoffice@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. Closed Fridays. Any questions? Email planningdivision@concordma.gov or phone 978-318-3290 during business hours.

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