



Town of Hull

Community Development & Planning
253 Atlantic Ave.
Hull, MA 02045

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Informal Pre-Application Plan Review Meetings Information Requested From Proponent

The purpose of the informal pre-application meeting is to facilitate the permit review process and provide the applicant with useful information concerning the regulations that may apply to their project. The information given at the meeting is guidance only and no staff person can speak for the Board they staff or for how a specific formal application will be reviewed in the permitting process. The proponent has the responsibility to satisfy him or herself regarding the applicability of regulations to their project.

In the pre-application review process staff from appropriate Town Departments participate in reviewing project information and participate in the pre-application review meeting. The meeting is informal and not part of any legal review process. Please call the Community Development and Planning Office at 781-925-2117 to set up your meeting.

In order to make the meeting as constructive as possible for you, please submit 7 copies of the following information to the Planning and Development Office 14 days prior to your meeting date:

- ✓ **Project Summary**
Include address, map and lot number and description of use and any impacts to transportation and drainage systems.
- ✓ **Concept Plans (need not be larger than 11" x 17")**
From existing information (plans):
 1. structures and setbacks from lot lines
 2. access and parking
 3. drainage and drainage system
 4. topography
 5. locus plan
 6. Add to this a simple footprint outline (to scale preferably) of the proposed addition including additions to the systems listed above in 2., 3., and 4. as currently conceived.
- ✓ **List of questions you may have for Department staff**

We thank you for your cooperation.