

Town of Chatham Planning Board Regular Meeting
September 16, 2021 Meeting Minutes
Unofficial Until Approved

Present: R. Briggs, J. Eastman, L. Bacon, J. Hoyt

Absent: B. Farnham

Meeting called to order: 6:01pm

Approval of August 2021 Meeting Minutes

1. Read and reviewed
2. R. Briggs motions to accept as written
3. L. Bacon seconds
4. All minutes approved

New Communications

1. J. Hoyt received two emails asking if the town requires building permits. They were told they need approved septic systems and a driveway permit for any subdivision.

Existing Business

1. R. Briggs suggested we revise the application process and requirements on subdivision regulations. Revisions include:
 - a. Add “signature block” for final endorsement on minor and major subdivision checklist.
 - b. Add to Appendix D: Include mailing tube with proper postage.
 - c. Add to Appendix C-5: BLA will be included in C-1 as “Minor Subdivision & Boundary Lot Line Adjustment.”
2. Updating Tax Map Project: continued updating more files. Ron will get the recorded plans for the files.

Meeting adjourned at 7:42 p.m.

Respectfully submitted,
Julie Hoyt, Co-Chair