

### **Policy for Providing Documents for Planning Board Meetings**

- Any document for review at a Planning Board meeting shall be provided to the Land Use Administrator by noon the Thursday prior to a meeting for distribution to the members;
- If documents required for a specific item on the agenda are not received by the above deadline the item may be stricken from the agenda;
- If documents for an agenda item are provided at a meeting the representative will be thanked for submitting said documents and the item will be rescheduled to the following Planning Board meeting. The rescheduling of an agenda item will be at the discretion of the entire board.