



# Planning Board Public Hearing Instructions

Town Of East Longmeadow  
Planning & Community Development

## What to expect after filing an application with the Planning and Community Development (PCD) Department that requires a Public Hearing.

### Before the public hearing:

1. The [Planning Department](#) will send legal notice of the public hearing, to be advertised twice in The Reminder newspaper in accordance with MGL Chapter 40A §11.  
**Note:** *This notice is at the expense of the applicant. The Reminder will mail an invoice directly to the applicant's address provided on the application.*
2. The [Planning Department](#) will mail notice of the public hearing to the mailing list generated by the Certified Abutters List from the Assessor.
3. The [Planning Department](#) will circulate the application to various applicable department heads. The department heads will send any comments, questions, or concerns to the Planning Board for their review during the public hearing.

### During the public hearing:

1. The [Planning Board](#) will ask the applicant to provide information on their request.
2. Members of the public will be allowed to speak in opposition or support of the applicant's request.
3. The [Planning Board](#) will vote to approve or deny the request.  
**Note:** *Public Hearings may be continued over multiple meetings of the Planning Board.*

### After the public hearing:

1. The [Planning Department](#) will create a formal written decision based on the approval/denial issued by the [Planning Board](#), which will be filed with the [Clerk's Office](#).
2. In accordance with MGL Chapter 40A §15, there will be a twenty (20) day appeal period in which any person aggrieved with the Planning Board's decision may file an appeal.
3. Following the appeal period, barring any appeals, the [Clerk's Office](#) will mail the applicant a copy of the Certified Decision. The Certified Decision must be recorded at the [Hampden County Registry of Deeds](#).

**Note:** *Failure to record the Notice of Decision for Special Permits at the Hampden County Registry of Deeds within two (2) years of the decision date will render the decision null and void. No Special Permit and Site Plan Review Notice of Decision is effective until filed with the Registry of Deeds.*

4. Once recorded, Applicant must call or email the [Planning Department](#) with the Book & Page number.

**Note:** *Special Permit and/or Site Plan Review Approval shall lapse if a substantial use thereof, or construction thereunder, has not begun, except for good cause, within twelve (12) months following the filing of the application (plus such time required to pursue or await the determination of an appeal referred to in MGL Ch. 40A, Sec. 17, from the grant thereof) with the Town Clerk.*