

Technical Review Committee
Meeting Schedule

The TRC Meetings are scheduled on a biweekly basis provided that we have applicants who are properly prepared to attend---see form below. As usual, the meeting will be held at 1600 Osgood Street, Bldg 20 Suite 2-36, North Andover, MA.

<u>DATE</u>	<u>TIME</u>
December 15, 2010	10:00
December 29, 2010	10:00
January 12, 2011	10:00
January 26, 2011	10:00
February 9, 2011	10:00
February 23, 2011	10:00
March 9, 2011	10:00
March 23, 2011	10:00
April 6, 2011	10:00
April 20, 2011	10:00
May 4, 2011	10:00
May 18, 2011	10:00
June 1, 2011	10:00
June 15, 2011	10:00
June 29, 2011	10:00
July 13, 2011	10:00
July 27, 2011	10:00
August 10, 2011	10:00
August 24, 2011	10:00
September 7, 2011	10:00
September 21, 2011	10:00
October 5, 2011	10:00
October 19, 2011	10:00
November 2, 2011	10:00
November 16, 2011	10:00
November 30, 2011	10:00
December 14, 2011	10:00
December 28, 2011	10:00

Planning Department

Technical Review Committee Meeting (information form).

Please submit this information to the North Andover Planning Department c/o Jean Enright no later than the Wednesday preceding the scheduled Technical Review Committee Meeting. Applicant will confirm with Ms Enright the date and time of the meeting on Wednesday prior to the actual TRC meeting date. It is important that either the applicant or the applicant's representative attend the TRC meeting.

Please type or print clearly.

1. Applicant: _____

2. Applicant's Address: _____

3. Applicant's phone number _____

4. Address of proposed location: _____

5. Zoning District of proposed location: _____

6. Square Footage of proposed project: _____

7. Number of employees _____

8. Hours of operation _____

9. Parking requirements _____

10. Is there food preparation required? _____

11. Description of project: _____

If you are proposing to open a business in an existing location please submit a copy of a site plan (you can obtain this from the landlord). It is not the intention of the Planning Department to have the applicant incur Architectural or Engineering expenses for submittal of a plan of land for purposes for a TRC meeting.