



## **THIS IS NOT BUSINESS AS USUAL**

- Check the FAQ's during the Covid 19 Pandemic on the HDC webpage- they are updated frequently
- **INCOMPLETE APPLICATIONS OR INCOMPLETE OLD BUSINESS SUBMISSIONS** will be set aside until the requested corrections are made
- When submitting an application that requires abutters notification, please allow 2 weeks to ensure abutter their due process
- If you have to update plans or adjust an application DO NOT update the plans and scan them and expect the Staff to fix them. Make arrangements through our Administrative Specialist team. Call 508-325-7587 or email [plus@nantucket-ma.gov](mailto:plus@nantucket-ma.gov) to schedule an appointment
- The agendas will be lengthy. Due to the challenges reading and reviewing plans in a virtual format, expect delays in reviewing applications for the near future
- The 10 Day Waiver form is only for New Business applications, not Old Business submissions
- Pay close attention to deadline dates/days of the week, they have temporarily changed: New Business deadlines- Noon TUESDAYS...Old Business deadlines- Noon WEDNESDAYS the HDC schedule is posted above the drop box and online <https://nantucket-ma.gov/DocumentCenter/View/36335/HDC-Virtual-Meeting-Schedule-for-June-2020-PDF>
- All Old Business submissions MUST include a copy of the minutes AND an OLD BUSINESS CHECKLIST: <https://www.nantucket-ma.gov/DocumentCenter/View/36175/Old-Business-Submission-Check-List-PDF>- FAILURE TO INCLUDE, AS WELL AS EMAILING TO hdcsubmissions will result in delays in reviewing your application
- If you wish to pick up your COA, have questions or would like to view files, the office is open by appointment only. Please call 508-325-7587 or email [plus@nantucket-ma.gov](mailto:plus@nantucket-ma.gov). to make arrangements.
- Plans MUST be clear and concise. It is recommended that applicants use color to **highlight** PROPOSED work, not just black and white
- If you are unable to attend a meeting, your application will be moved to the next respective meeting (for example if you are absent from a New Business meeting, your application will be moved to the next New Business meeting, etc.)
- If you arrive late to an HDC meeting, the Chair respectfully asks that you wait until your name is called to present your application
- Hdcsubmissions is strictly for the receipt of electronic submissions. It is not monitored daily

- When submitting an application that requires abutters notification, please allow 2 weeks to ensure that abutters due process
- Please include pictures and any supplemental documentation in your email submission by the appropriate deadline date- try to avoid sending anything to staff the day of or during the meeting
- The Advisory Boards started meeting. They are recorded meetings. If you choose to join the meeting and/or represent your project, click on the link in the posted agenda to access the meeting. Meeting ID's and passwords are posted under the link
- Please DO NOT include any relevant paperwork for a Building permit with a New Business application