



BELLINGHAM PLANNING BOARD

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Peer Review Procedure

Peer review (authorized by M.G.L. ch.44 §53G) is the process by which the Planning Board procures the services of an outside engineer consultant to review the technical information (usually, but not limited to, traffic, stormwater, and engineering) submitted by the applicant.

The peer review consultant acts on behalf of the Planning Board to review the application for compliance with the Town's by-laws and regulations and to confirm the applicant's engineer's data. In cases where warranted, the peer reviewer also suggests mitigation measures. At the time of submission, the Town Planner is usually able to determine if peer reviews will be needed. Periodically, the Planning Board will determine if a peer review is needed at the first public hearing.

The process for obtaining and securing a Scope of Work is as follows:

1. Upon request of the Town Planner, the applicant submits a full application in both printed and pdf formats to the peer review consultant chosen for the review.
2. Based upon the documentation and plans received, the peer review consultant submits a Scope of Work quote to the Town Planner.
3. The Town Planner forwards the Scope of Work to the applicant for review and signing.
4. The applicant returns to the Planning office, the original, signed Scope of Work along with a check (made payable to the Town of Bellingham) for the full amount of the fee.
5. Once both the check and signed Scope of Work have been received by the Planning office, the Town Planner notifies the peer reviewer to begin the review.

Currently the Planning Board uses several different consultants to review the submitted plans and documentation. The firms below have been prequalified for peer review by the Town; however, other firms may be utilized for specific types of peer review such as an acoustical review:

- BETA Group, Inc.
- BSC Group
- DCR Maguire
- GZA
- McMahon Associates
- MDM Transportation Consultants
- Professional Services Corporation (PSC)
- VHB, Inc.