

MEMBER, TOWN PLANNING BOARD

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DISTINGUISHING FEATURES OF THE CLASS: The work involves approving plats showing lots, blocks on sites with or without streets or highways within a municipality. The incumbent as a Member of the Board determines if the proposed plat is suitable and meets all the requirements for efficient growth and development of the municipality and is in conformance with all standards and regulations; does related work as required.

TYPICAL WORK ACTIVITIES:

Approves plats showing lots, blocks or sites, with or without streets or highways, within that part of the municipality;  
Conducts public hearings within thirty days after time of submission of such plat for approval, which hearing shall be advertised in a newspaper of general circulation in such municipality at least five days before such hearing;  
Determines whether a suitable park or parks of adequate size can be properly located in any such plat, or if not the Board may require as a condition to approval, a payment to the municipality in an amount to be determined by the municipal Board which amount shall be made available for use by the municipality for neighborhood park, playground or recreation purposes;  
Members, before approving such plats, shall require that the streets and highways shall be of sufficient width and suitable grade and shall be suitably located to accommodate prospective traffic, to afford adequate light and air, to facilitate fire protection, and if there be an official map or master plan, they shall be coordinated as to compose a convenient system conforming to the official map;  
Study, discuss, survey applications for such plats that parks shall be of reasonable size for neighborhood playgrounds, that all streets or other public places shown shall be suitably graded and paved and that street signs, sidewalks, street lighting standards, curbs, gutters, street trees, water mains, fire alarm signal devices, sanitary sewers and storm drains or combined sewers shall be installed all in accordance with standards, specifications and procedures acceptable to appropriate municipal departments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of effective planning and environmental procedures for municipalities; good knowledge of state municipal regulations relating to planning; ability to judge fairly and equitably the proposals brought to the Board; ability to make sound decisions in the planning area for the good of the community; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school.