



## Peer Review for Development Projects in Amesbury

This document outlines the Peer Review process for Development Projects applying to both the Planning Board and Conservation Commission in the City of Amesbury. We hope this will help applicants and our peer review consultants plan accordingly during the application process. Please reach out with any questions: [oced@amesburyma.gov](mailto:oced@amesburyma.gov).

1. Development Project Application Submission/Review
  - a. Applicant submits an application for a Development Project to the Planning Board (Board) and/or Conservation Commission (Commission). They are informed of the potential for a peer review as part of this project and fee for the review.
  - b. OCED Staff conducts a completeness review of the Development Project application upon submission within seven (7) days. If specific documents and/or fees are missing, OCED staff notifies the Applicant. Only complete applications will be processed. This includes making sure that the alternatives analysis is complete, zoning is met, correct fees are submitted, engineered plans are included, stormwater calculations, etc.
  - c. While reviewing the Development Project, OCED Staff will assess whether the project meets the **criteria for a peer review**.
  - d. If the Development Project application is complete and the project is deemed eligible for peer review, the application package is sent to the OCED peer review consultant(s) for a proposal and estimated fees. The Planning Director/Conservation Agent will prepare a call for proposals which includes a summary of the project, number of meetings required, whether the project needs State reviews, and whether the Development Project requires coordination with other consultants. Proposals will be due within seven (7) days.
2. Authorize the Peer Reviewer
  - a. At the first Public Hearing for a Development Project: The Board/Commission will:
    - i. Confirm/determine that the project needs a peer review. OCED Staff will present how this project adheres to the criteria for which projects are eligible for a peer review.
    - ii. Review the proposals and estimated fees from the peer review consultants.
    - iii. Vote to authorize a specific peer review consultant for the Development Project, including their fees.
3. Jumpstart Peer Review
  - a. OCED Staff instructs the Development Project applicant to submit the required fees for the Peer Review Consultant in order to jumpstart the review. Peer review will not proceed without payment of the appropriate fees from the Applicant.
  - b. The Mayor and Chief Financial Officer sign the contract for the Peer Review Consultant chosen by the Board/Commission.





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6. Manage the Peer Review Process
  - a. Peer Review Consultant will provide invoices that indicate which tasks and subtasks they have completed, the percent completeness of tasks, and have proof of any and all billing.
  - b. OCED Staff will track each invoice and cross-check with the work completed.
  - c. Once the OCED Staff has confirmed that the invoice is accurate and the work has been completed it is sent to the OCED Executive Assistant for payment.
  - d. The OCED Executive Assistant will send a monthly tracking form to OCED Staff to determine the levels of Peer Review Consultant funds remaining for each Development Project.
  
7. Peer Review Wrap-Up
  - a. A final letter from the Peer Review Consultant will address each item that was brought up during the review of the Development Project, how it was addressed, and any conditions of approval.