



## BELMONT LAND USE OFFICE

### APPLICATION REVIEW COMMITTEE APPLICATION INSTRUCTIONS

The Belmont Planning Board has established an application review committee (review committee) comprised of applicable town staff to assist applicants to produce a technically complete application which conforms to the applicable Ordinances, Codes and Regulations. The review process is intended to result in an efficient and effective review of the application by the Planning Board and reduce unnecessary costs and delays in the application process. The review committee consists of the Town Administrator, Town Planner, Building Official, Land Use Technician, Fire Chief, Police Chief, Public Works Director and such other officials or agencies as may be deemed appropriate by the Board or the Town Planner for a particular application.

The applicant is **required** to schedule at least one meeting with the review committee prior to formal application submission. However, applicants are **encouraged** to meet with the land use staff and the review committee as early and often as they like throughout the formulation of a proposal. Recognizing early in the design process what codes and regulations apply and what options are available to the applicant to reduce cost and improve the overall project is instrumental in designing the proposal and in submitting a complete and compliant application. Such discussions and review are not binding. Land use staff and the review committee are not authorized to render decisions or make commitments on behalf of the Board but may offer comments and suggestions.

The review committee shall meet at least monthly unless no applications have been submitted. Meetings of the review committee shall be noticed and records maintained in accordance with RSA 91-A:2,II.

**Prior to the formal submission of an application** to the Planning Board, the applicant shall first present the proposal to a meeting of the review committee. An application form is attached. Information on the proposal detailing the specifics of the proposal, including a preliminary plan (if available) shall be submitted by the closing date and applicants or their authorized representative must be in attendance at the meeting. Applicants are encouraged to include in the meeting(s) their designers, contractors or others who will be intimately involved in the design and build-out of the project. There is **no fee** required for this meeting and **abutters are not noticed**.

After meeting with the review committee, the applicant may make final changes to their plans. If those changes are significantly different than the details provided to and discussed with the review committee additional review by the committee may be required. Once the review committee process is complete, the applicant may make formal submission of the application, with all supporting data, plans, fees and any written request(s) for waiver to the Land Use Office who will determine if the application complies with the minimum application submission requirements of the regulations. Once a formal application is submitted to the Planning Board, review committee members shall submit their written comments as to the completeness and compliance of the application to the Board for consideration as part of the public hearing process.

Please contact the Land Use Office for assistance with the application process.



**BELMONT APPLICATION REVIEW COMMITTEE  
APPLICATION FOR MEETING**

Application type:  Subdivision  Site Plan  Boundary Line Adjustment  Earth Excavation  Approval Extension  Other

**Applicant:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

Tele: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Land Owner:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

(If different)

Tele: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Agent:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

(If any)

Tele: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address of Property: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Tax Map & Lot #(s): \_\_\_\_\_ Lot size: \_\_\_\_\_ (acres)

Describe **existing** uses & structures on the property: \_\_\_\_\_

Describe **proposed** uses, structures, construction or modifications: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant or Authorized Individual

(If other than Landowner, attach letter of authorization)

**Application must be submitted to the Land Use Office by the review committee closing date for the meeting you wish to attend. You must meet with the review committee prior to submission of your application to the Planning Board.**

**The following information in hardcopy is required at the time this application is submitted.**

- Application form (1 copy)
- Narratives, pictures and other similar information to assist in your discussion with the review committee (1 copy)
- Preliminary site and/or building plans, if available (3 copies full-scale, 1 copy reduced-scale)

**One electronic copy of the full application packet shall also be e-mailed to [planner@belmontnh.org](mailto:planner@belmontnh.org) at the time of submission**

You will receive confirmation of receipt of this application and scheduling of your meeting with the review committee.