



BELMONT PLANNING BOARD APPLICATION INSTRUCTIONS – APPROVAL EXTENSION

In accordance with the applicable Regulations, an application for approval extension may be made when the conditions precedent for an existing conditional approval will not be met within the required timeframe and the final plan/notice of decision has not been recorded. Application for an extension is optional on the part of the applicant; however approvals that expire may only be brought back before the Board as a new application.

The Planning Board is not required to grant any Extension Request and/or may apply conditions to the granting of an extension. Projects submitted for extension shall be compliant with current Ordinances/Regulations and the circumstances involving the subject lot and surrounding areas shall not have significantly changed. If an extension is denied, consideration of the original application is terminated and a new application/process is required to continue with the project. More than one extension may be applied for/granted to a project.

In order to apply for an approval extension, the applicant **must first** meet with the Application Review Committee (ARC). Use the ARC application form to schedule that meeting. The submission of that application will initiate the approval extension process. **The ARC application must be submitted prior to the expiration date of the approval** (within 12 months of the original approval or most recently granted extension, or within the timeframe set by the Board at the time of the approval). Applications are to be submitted to, and are considered received at the time they are physically received in the Land Use Office during regular business hours.

Once the ARC process is complete, the applicant then makes formal submission of the extension application to the Planning Board by the submission of this application with all supporting data (see list below). Application packets are submitted to the Land Use Office who will determine if the application complies with the minimum application submission requirements of the regulations. A written list of any information outstanding from the application submission requirements will be provided to the applicant.

Once the application meets the minimum submission requirements, it will be scheduled for the next available planning board agenda based on the posted meeting closing dates. A date, time and place for the public hearing shall be set and all necessary notifications by certified mail and public posting shall occur.

The Applicant or authorized representative must attend the meeting. If not present, the application may be denied without prejudice. The Applicant shall present the application, the Board shall comment/question, and the hearing shall be opened to abutters and other interested parties. All comments are to be directed to the Chair. All speakers shall identify themselves by name and address.

The Public Hearing may be continued by the Board as necessary. When continued to time certain no additional noticing shall be required. However, the Board may require additional noticing at the expense of the applicant. Decisions may be rendered by the Board at the close of the public hearing or at a later date. The Board will require further information as necessary.

THE FOLLOWING IS INITIALLY REQUIRED AS PART OF THIS APPLICATION

- Completed application form
- Completed Notification List
- Statement of Liens on application must be checked appropriately and signed. Lienholders must be included on the notification list

- For every recipient on the Notification List submit one Completed Envelope (Land Use Return Address and Recipient Address - no postage and no certified slip)
- Two extra envelopes each for property Owner, Applicant (if different than owner), and all Agents.
- Current authorization letter by owner for any applicant or agent(s) to present application
- Filing and Notification Fees



**BELMONT PLANNING BOARD
APPLICATION FOR APPROVAL EXTENSION**

APPLICATION MUST BE TYPED OR PRINTED LEGIBLY IN PEN

This application has first been presented to the Application Review Committee

Applicant: _____ **Contact Person:** _____

Tele: _____ Cell Phone: _____ Fax: _____ e-mail: _____

Mailing Address: _____

Land Owner (If different): _____ **Contact Person:** _____

Tele: _____ Cell Phone: _____ Fax: _____ e-mail: _____

Mailing Address: _____

Agent (If any): _____ **Contact Person:** _____

Tele: _____ Cell Phone: _____ Fax: _____ e-mail: _____

Mailing Address: _____

Address of Property: _____ Tax Map & Lot #(s): _____

Date of original approval: _____ Date(s) of any prior extension(s): _____

Describe approved project: _____

List all outstanding conditions precedent (confirm with Land Use Office): _____

Explain why conditions were not met within the required timeframe and an extension is necessary:

Date by which you propose to complete conditions precedent and submit plans for signing: _____

Date by which you propose to complete "Active and Substantial" development of the improvements: _____

Date you propose to "Substantially Complete" the project: _____

STATEMENT OF ASSURANCE

I hereby certify that to the best of my knowledge this information is valid and that there is no violation of the approved ordinances, codes, and/or regulations of the Town of Belmont. I authorize the Members of the Board or their staff to enter onto my property for the purposes of this review.

Date

Signature of Owner or Authorized Individual (w/Auth. letter)

STATEMENT OF LIENS - Check one of the following and sign:

There are no liens on this property **OR** There are lien(s) on this property - lienholders have been added to the notification list

Date

Signature of Owner or Authorized Individual (w/Auth. letter)

