



## BELMONT PLANNING BOARD CONCEPTUAL or DESIGN REVIEW MEETINGS

Preliminary Conceptual Consultation Phase (Conceptual) and Design Review Phase (Design Review) meetings are optional and may be requested to discuss project proposals with the Planning Board in the early stages of consideration and design. Refer to the application Regulations and State law for additional information.

**Conceptual**: A discussion in conceptual form and general terms only. Discussion may include desirability of types of development and proposals under the master plan. No development plans can be used as part of the discussion. An existing survey, tax map, etc. may be referred to. The meeting must be scheduled on the Board's meeting agenda, but it is not necessary to make formal notice to abutters and other applicable individuals.

**Design Review**: A discussion that includes a more specific design proposal and may include the use of preliminary design plans. The meeting must be scheduled on the Board's meeting agenda, and it is necessary to make formal notice to abutters and other applicable individuals.

Both meetings are optional on the part of the applicant and the discussions are non-binding on both parties. There shall be no action or decision of the Board with regard to either meeting. Neither meeting takes the place of the required meeting with the Application Review Committee or filing a formal application to the Board if the project proceeds. These options are made available by the Board in order to save the applicant unnecessary expense and changes later in the process.

The applicant is **required** to schedule at least one meeting with the Application Review Committee prior to formal application submission. However, applicants are **encouraged** to meet with the land use staff and the Application Review Committee as 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 Application Review Committee are not authorized to render decisions or make commitments on behalf of the Board but may offer comments and suggestions.

The Board may receive testimony during Design Review and Conceptual meetings in person or in writing from the applicant, any abutter or any other person as permitted by the Board.

Meeting and closing date schedules are available. Applications for either Conceptual or Design Review 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.

Upon receipt of a completed request, land use staff shall set a date, time and place for the Conceptual or Design Review meeting, public posting shall occur and all necessary notifications (Design Review only) by certified mail shall occur. If the individual requesting the meeting is not the owner and/or if other agents (surveyor, attorney, engineer, etc.) will represent the proposal, a letter of authorization must be submitted as part of the application. If the ownership is other than individual (a corporation or trust, etc.) application shall indicate ownership interest and authorization letter.

## **THE FOLLOWING IS INITIALLY REQUIRED AS PART OF A REQUEST FOR MEETING**

### **Conceptual:**

- Completed application form
- Authorization letter by owner for any applicant or agent(s) to present application

### **Design Review:**

- Completed application form
- Authorization letter by owner for any applicant or agent(s) to present application
- 5 copies of any Plan(s) to be used during meeting
- 1 copy of any other data to be used during meeting
- Completed Notification List
- Statement of Liens on application must be checked appropriately and signed. Lienholders must be included on the notification list
- Completed Envelopes
- Notification and Meeting Fees



