



## BELMONT PLANNING BOARD APPLICATION INSTRUCTIONS – SUBDIVISION APPLICATION

These instructions are intended as a brief synopsis of the filing requirements for application. Additional information, requirements and direction are contained within the Federal and NH law and administrative rules and applicable local Regulations and Ordinances. Please contact the Land Use Office for assistance.

The Applicant is responsible to become familiar with all relevant State and local Ordinances and Regulations and to submit correct, complete information. Copies of all Ordinances and Regulations are available on-line or for review or purchase in the Land Use Office. Applications shall comply with all applicable Ordinances and Regulations. In the case of conflicting requirements, the more stringent shall apply.

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.

After meeting with the Application 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 Application Review Committee additional review by the committee may be required. Once the Application 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 Town Planner who will determine if the application complies with the minimum application submission requirements of the regulations. Applicants may also schedule a Preliminary Conceptual Consultation or a Design Phase Review with the Planning Board.

Meeting and closing date schedules are available. 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. However, until accepted by the Board as complete, proposals are subject to posted proposed changes in the Town's Ordinances and Regulations.

When an application is received in the Land Use Office, a copy will be forwarded to other Town Departments, Boards and Commissions for their comments. The application will be reviewed by the land use staff who will provide the applicant with a written list of any information outstanding from the minimum application submission requirements and for which no request for waiver has been included. Once the applicant submits all of the outstanding information, staff will provide written confirmation that the application meets the minimum application submission requirements. There is no closing date for submitting information to staff.

Once staff confirms the application meets the minimum application submission requirements, the application will be scheduled for the next available planning board agenda based on the posted meeting closing dates. A date, time and place for the plan submission meeting and public hearing shall be set and all necessary notifications by certified mail and public posting shall occur. The Applicant may request a joint hearing of the Planning and Zoning Boards for applications requiring dual review.

If Applicant is not the owner and/or if other agents (surveyor, attorney, engineer, etc.) will represent the proposal, a letter of authorization must be submitted at part of the application. If the ownership is other than individual (a corporation or trust, etc.) application shall indicate ownership interest and authorization letter.

At the meeting, applications are first reviewed by the Board for completeness under the terms of the Regulations. The Applicant or authorized representative must attend. If not present, the application will be denied without prejudice and must be refiled. The Applicant may be requested to provide a presentation restricted to the issue of whether or not the application is complete including any waivers specific to the question of completeness. Once the Board acts to find an application complete for the purposes of beginning their review, the 65-day review period (subject to waiver and/or extension) shall commence. If the Board finds the application is not complete, resubmission requires review and confirmation of the land use staff as outlined above and renotification by the applicant.

Once the Board has accepted the application, the public hearing will be held. This will normally occur immediately after the acceptance. However, it may be continued due to time constraints. At the public hearing, 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 Plan Submission Meeting and the Public Hearing will be continued by the Board as necessary. The Board may continue to time certain by stating the date/time/place of the continued meeting, for which no additional noticing shall be required. They may also require that additional noticing occur at the expense of the applicant. Multiple continuances will usually require renoticing for the consideration of abutters. Renoticing is also required when substantive changes are made to the original proposal. 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 and may also require independent review of submitted information at the cost of the Applicant. Property under consideration must be made available for inspection during the review and construction phases. No site work may commence until all approvals are obtained and all conditions precedent are complied with.

### **THE FOLLOWING IS INITIALLY REQUIRED AS PART OF 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
- Completed Envelopes (3 envelopes required for Owner, Applicant, and Agents)
- Authorization letter by owner for any applicant or agent(s) to present application
- Plan(s)
- Fees
- Written request for Waiver(s), if any, submitted on the Application For Waiver of Requirement Form
- All data sufficient to meet the requirements of the applicable Ordinances/Regulations



