



Belmont Planning Board & Application Review Committee Meeting Schedules 2017

The regular monthly meetings of the Planning Board and Application Review Committees are listed below. Adjustments to the schedules will be made as necessary. Confirmation of dates should be made with the Land Use Office. Agendas specific for each meeting will be posted prior to the meeting at <http://www.belmontnh.org/agendasminutes.asp>. Meetings are held at the [Belmont Corner Meeting House](#), 16 Sargent Street. Directions are available at <http://www.belmontnh.org/datadirections.asp>. Applications to be placed on the agenda must be submitted in the required form to the Land Use Office by the meeting closing date. Additional information can be obtained from the Land Use Office and at <http://www.belmontnh.org>.

APPLICATION REVIEW COMMITTEE		PLANNING BOARD	
MEETING CLOSING DATE	MEETING DATE	MEETING CLOSING DATE	MEETING DATE
Thursday, November 10, 2016	Thursday, November 17, 2016	Monday, November 28, 2016	Monday, December 19, 2016
Thursday, December 8, 2016	Thursday, December 15, 2016	Thursday, December 29, 2016	Monday, January 23, 2017
Thursday, January 19, 2017	Thursday, January 26, 2017	Monday February 6, 2017	Monday, February 27, 2017
Thursday, February 16, 2017	Thursday, February 23, 2017	Monday, March 6, 2017	Monday, March 27, 2017
Thursday, March 16, 2017	Thursday, March 23, 2017	Monday, April 3, 2017	Monday, April 24, 2017
Thursday, April 13, 2017	Thursday, April 20, 2017	Monday, May 1, 2017	Monday, May 22, 2017
Thursday, May 18, 2017	Thursday, May 25, 2017	Monday, June 5, 2017	Monday, June 26, 2017
Thursday, June 8, 2017	Thursday, June 15, 2017	Monday, June 26, 2017	Monday, July 24, 2017
Thursday, July 20, 2017	Thursday, July 27, 2017	Monday, August 7, 2017	Monday, August 28, 2017
Thursday, August 10, 2017	Thursday, August 17, 2017	Monday, August 28, 2017	Monday, September 25, 2017
Thursday, September 14, 2017	Thursday, September 21, 2017	Monday, October 2, 2017	Monday, October 23, 2017
Thursday, October 19, 2017	Thursday, October 26, 2017	Monday, November 6, 2017	Monday, November 27, 2017
Thursday, November 9, 2017	Thursday, November 16, 2017	Monday, November 27, 2017	Monday, December 18, 2017
Thursday, December 7, 2017	Thursday, December 14, 2017	Thursday December 28, 2017	Monday, January 22, 2018
Thursday, January 18, 2018	Thursday, January 25, 2018	Monday, February 5, 2018	Monday, February 26, 2018
Thursday, February 15, 2018	Thursday, February 22, 2018	Monday, March 5, 2018	Monday, March 26, 2018

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. Refer to Application Review Committee application and instructions at <http://www.belmontnh.org/docs/ARC/ARCAppl.pdf>.

Applicants are **required** to schedule at least one meeting with the review committee prior to formal Planning Board application submission. However, applicants are **encouraged** to meet with the land use staff and the review committee as often as they like throughout the formulation of a proposal. Additionally, if the proposal changes significantly from the details provided to and discussed with the review committee, additional review by the committee may be required.

Upon completion of the review committee process, the applicant may finalize their plans and submit the formal Planning Board application, with all supporting data, plans, fees and any written request(s) for waiver to the Town Planner who will determine if the formal application complies with the minimum application submission requirements of the regulations.

Only applications which are found to meet the minimum application submission requirements of the Regulations will be placed on the Planning Board agenda. Formal applications which are submitted incomplete or with insufficient time for staff to determine that they are complete by the Planning Board closing date will not be placed on the agenda for that meeting. The time required for staff review is based on the complexity of the application and available staff time. All efforts will be made to respond to applicants in a timely fashion; but adequate time should be allowed for such staff review. All applications must be physically received in the Land Use office by close of business on the dates listed.

Once the application meets the minimum requirements, staff will schedule the Plan Submission Meeting where the Planning Board will determine if the application is complete for the purposes of commencing their review. The Public Hearing may also be held at this time. The Planning Board does not begin new hearings after 10pm.