

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 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 Board may receive testimony during these meetings in person or in writing from the applicant, any abutter or any other person as permitted by the Board.

The Applicant is encouraged to meet with the Land Use Staff and other applicable Department Heads for preliminary questions as well as during formulation of the plan for additional available information and guidance under existing Town Ordinances and Regulations.

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 (If there are no mortgage/lienholders on the list, include a statement signed by the property owner that there are no mortgage/lienholders)
- Completed Envelopes
- Notification and Meeting Fees

BELMONT PLANNING BOARD

- REQUEST FOR:** **CONCEPTUAL MEETING**
 DESIGN REVIEW MEETING

MUST BE TYPED OR PRINTED LEGIBLY IN PEN

Owner: _____ **Tele:** _____ **e-mail:** _____

Mailing Address: _____ **Fax:** _____

Applicant: _____ **Tele:** _____ **e-mail:** _____
(Different than Owner, but holding interest in property)

Mailing Address: _____ **Fax:** _____

Agent: _____ **Tele:** _____ **e-mail:** _____

Mailing Address: _____ **Fax:** _____

Agent: _____ **Tele:** _____ **e-mail:** _____

Mailing Address: _____ **Fax:** _____

Address of Property: _____ **Zoning District(s):** _____

Tax Map & Lot #(s): _____ **Total area:** _____ (acres) **Acres in Current Use:** _____ (Indicate area on plan)

Describe in detail all existing uses & structures on the subject property: _____

Describe in detail all proposed uses, structures, construction or modifications: _____

Check if proposal includes:

___New street ___Public/Community water ___Public/Community sewer

Date related Variance granted, if any: _____ Date related Special Exception granted, if any: _____

Date

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

