

BELMONT PLANNING BOARD APPLICATION REVIEW PROCESS

1. Applicant submits completed application to the Land Use Office by the meeting closing date. It is the applicant's burden to provide evidence of how their proposal complies with applicable Ordinances and Regulations.
2. If sufficiently complete, the Land Use Office makes all required notice for a Plan Submission meeting and provides a packet of application information to each Board member prior to that meeting.
3. If information is sufficient for the Public Hearing, and time is available on the agenda, notice for the Public Hearing will also be made.
4. The Chair calls the meeting to order and appoints alternate members as necessary. The chair reads the notice of each hearing. Conflicts for any member to sit on an application are disclosed.
5. At the Plan Submission Meeting the applicant will present only information relating to the completeness of the application and any related waivers requested. The Board may, but is not required to accept public comment on same.
6. The Board will first act on any waivers related to completeness; then will accept or reject the application as complete. If accepted the Board has 65 days to act on the application subject to extension or waiver of that time period. If rejected, the Board will state the reasons.
7. Once accepted, properly noticed and time permits, the Board may open the Public Hearing and begin consideration of the application. The Board may also postpone or table the public hearing to another meeting.
8. The purpose of the Public Hearing is to solicit input from anyone who may be affected by the proposal. Meetings are not subject to Roberts Rules of Order. Hearing order:
 - a. The applicant presents the merits of the application;
 - b. The Chairman will ask for comments and questions from the Planning Board;
 - c. The Chairman will ask for comments and questions from abutters and the public;
 - d. Disclosure of any written submission.
 - e. The Chairman will close the Public Hearing when it is determined that the Board has sufficient information to make an informed decision and everyone has had an opportunity to speak. Once closed additional testimony may not be offered.
9. All comments and questions are addressed to the Chair. Speakers shall identify himself/herself. Any physical evidence submitted by any party during the public hearing (plans, drawings, pictures, correspondence, etc.) shall be kept by the Board as part of the permanent record.
10. The Board may contract with outside review/technical services at the cost of the applicant.
11. The Board discusses the proposal followed by one of the following actions:
 - a. approve the application as submitted;
 - b. approve the application with conditions;
 - c. disapprove the application, stating the reasons for same;
 - d. continue discussion and action until a later date;
 - e. some other action.
12. Within five business days, the Land Use Staff will produce a written record (minutes) of the meeting and a letter to each applicant stating the action of the Board.
13. The applicant, any party to the action or proceedings or any person directly affected by the Board's action may appeal, as applicable, in accordance with RSA 677:15 within 30 calendar days, or in accordance with RSA 676:5 within 20 calendar days of the order or decision.

Notes:

- Applications may require multiple, non/sequential meetings to be reviewed
- Extensions beyond the 65 day period may be made either through agreement between the applicant and the Board or through approval by the Board of Selectmen
- This application review process is intended to be a general guide. The process for each application will depend on the specifics of the application and property and is subject to change at the discretion of the Chair.

- Any meeting or public hearing that is properly noticed may be tabled or postponed by the Board to another time. If the Board states the date, time and place at the time they act to postpone or table no further abutter notice will occur. If they do not, the applicant must repeat the abutter/public notice process prior to the Board continuing with the application.
- Contact the Land Use Office for further information and refer to the [Land Use Development Process Chart](#) and [Planning Board Administrative Rules](#).