

**BELMONT PLANNING BOARD
APPLICATION INSTRUCTIONS – SITE PLAN**

These instructions are intended as a brief synopsis of the filing requirements. 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 encouraged to meet with the Land Use Staff and other applicable Department Heads during formulation of the plan for additional available information and guidance under existing Town Ordinances and 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 (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 (3 envelopes required for Owner, Applicant, and Agents)
- Authorization letter by owner for any applicant or agent(s) to present application
- Plan(s) and all information required by Section 5 of the Site Plan Review Regulations
- Fees
- Written request for Waiver(s), if any
- All data sufficient to meet the requirements of the applicable Ordinances/Regulations

**BELMONT PLANNING BOARD
APPLICATION FOR SITE PLAN APPROVAL**

APPLICATION MUST BE TYPED OR PRINTED LEGIBLY IN PEN

Owner: _____ Tele: _____ Fax: _____ e-mail: _____

Contact Person: _____ Mailing Address: _____

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

Contact Person: _____ Mailing Address: _____

Agent: _____ Tele: _____ Fax: _____ e-mail: _____

Contact Person: _____ Mailing Address: _____

Agent: _____ Tele: _____ Fax: _____ e-mail: _____

Contact Person: _____ Mailing Address: _____

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: _____

List the Use(s) being proposed as identified in Article V of the Zoning Ordinance: _____

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: _____

STATEMENT OF ASSURANCE

I hereby certify that to the best of my knowledge this information is valid and that there is no violation of the approved ordinances, codes, and/or regulations of the Town of Belmont. I authorize the Members of the Board or their staff to enter onto my property for the purposes of this review.

Date

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

