



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

MUST BE TYPED OR PRINTED LEGIBLY IN PEN

**Submit 10 paper copies and 1 electronic copy of all application materials
(to LUOffice@belmontnh.gov)**

This application has first been presented to the Application Review Committee

Land Owner: _____ **Contact Person:** _____

Tele: _____ Cell Phone: _____ Fax: _____ e-mail: _____

Mailing Address: _____

Applicant (if different): _____ **Contact Person:** _____

Tele: _____ Cell Phone: _____ Fax: _____ e-mail: _____

Mailing Address: _____

Agent(If any): _____ **Contact Person:** _____

Tele: _____ Cell Phone: _____ Fax: _____ e-mail: _____

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 and take both land and aerial photos for the purposes of this review.

Date

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

STATEMENT OF LIENS - Check one of the following and sign:

There are no liens on this property **OR** There are lien(s) on this property - lienholders have been added to the notification list

Date

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



BELMONT PLANNING BOARD APPLICATION INSTRUCTIONS – SITE PLAN REVIEW APPLICATION

These instructions are intended as a brief synopsis of the filing requirements for application.

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.

Applicants may also schedule a Preliminary Conceptual Consultation or a Design Phase Review with the Planning Board.

After meeting with the Application Review Committee, the applicant may make final changes to their plans and may make formal submission of the application, with all supporting data, plans, fees and any written request(s) for waiver to the Land Use Office. Our office will determine if the application complies with the minimum application submission requirements of the regulations.

THE FOLLOWING IS INITIALLY REQUIRED AS PART OF APPLICATION

Provide ten (10) copies:

- 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 **See details on the next page
- Authorization letter by owner for any applicant or agent(s) to present application
- Plan(s) (10 reduced, 4 full size) with all information as required by Section 5 of the Site Plan Review Regulations
- 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
- Fees

Submit 10 paper copies and 1 electronic copy of all application materials (to LUOffice@belmontnh.gov).

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 and received electronically by the closing date. However, until accepted by the Board as complete, proposals are subject to 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, 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.

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 as well as repayment of fees, unless waived by the Board.

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.

ENVELOPES:

The applicant must provide:

- one (1) envelope for each abutter
- three (3) envelopes for the owner (3 for each owner if there is more than one, for example: boundary line adjustment)
- three (3) envelopes for the applicant (if different from the owner)
- three (3) envelopes for the agent, and
- three (3) envelopes for any lien holders.

Belmont Planning Board P.O. Box 310 Belmont, NH 03220	Do Not Attach Postage
Abutter's Name Full Mailing Address	