



**BELMONT APPLICATION REVIEW COMMITTEE
APPLICATION FOR MEETING**

Application type: Subdivision Site Plan Earth Excavation Other

Applicant: _____ Contact Person: _____

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

Mailing Address: _____

Land Owner: _____ Contact Person: _____

(If different)

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

Mailing Address: _____

Agent: _____ Contact Person: _____

(If any)

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

Mailing Address: _____

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

Tax Map & Lot #(s): _____ Lot size: _____ (acres)

Describe **existing** uses & structures on the property: _____

Describe **proposed** uses, structures, construction or modifications: _____

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

Date

Signature of Applicant or Authorized Individual

(If other than Landowner, attach letter of authorization)

Application must be submitted to the Land Use Office by the review committee closing date for the meeting you wish to attend. You must meet with the review committee prior to submission of your application to the Planning Board.

The following information in hardcopy is required at the time this application is submitted.

- Application form (1 copy)
- Narratives, pictures and other similar information to assist in your discussion with the review committee (1 copy)
- Preliminary site and/or building plans, if available (3 copies full-scale, 1 copy reduced-scale)

One electronic copy of the full application packet shall also be e-mailed to luoffice@belmontnh.gov at the time of submission. You will receive electronic confirmation of receipt of this application and scheduling of your meeting with the review committee.



BELMONT LAND USE OFFICE

APPLICATION REVIEW COMMITTEE APPLICATION INSTRUCTIONS

The Belmont Planning Board has established an application review committee (review committee) comprised of applicable town staff to assist applicants in producing a technically complete application which conforms to the applicable Ordinances, Codes and Regulations. The review process is intended to result in an efficient and effective review of the application by the Planning Board and reduce unnecessary costs and delays in the application process. The review committee consists of the Town Administrator, Planning and Zoning Administrator, Building Official, Land Use Technician, Fire Chief, Police Chief, Public Works Director, Town Assessor and such other officials or agencies as may be deemed appropriate by the Board or the Planning and Zoning Administrator for a particular application.

The applicant is **required** to schedule at least one meeting with the review committee prior to formal application submission. However, applicants are **encouraged** to meet with the land use staff and the review committee as early and often as they like throughout the formulation of a proposal. Recognizing early in the design process what codes and regulations apply and what options are available to the applicant to reduce cost and improve the overall project is instrumental in designing the proposal and in submitting a complete and compliant application. Such discussions and review are not binding. Land use staff and the review committee are not authorized to render decisions or make commitments on behalf of the Board but may offer comments and suggestions.

There is no fee required for this meeting and abutters are not noticed.

After meeting with the review committee, the applicant may make final changes to their plans. If those changes are significantly different than the details provided to and discussed with the review committee, additional review by the committee may be required. Once the review committee process is complete, the applicant may make formal submission of the application, with all supporting data, plans, fees and any written request(s) for waiver(s) to the Land Use Office.

Please contact the Land Use Office for assistance with the application process.