



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 the required meeting with the Application Review Committee or 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 applicant is **required** to schedule at least one meeting with the Application Review Committee prior to formal application submission. However, applicants are **encouraged** to meet with the land use staff and the Application Review Committee as 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 Application Review Committee are not authorized to render decisions or make commitments on behalf of the Board but may offer comments and suggestions.

The Board may receive testimony during Design Review and Conceptual meetings in person or in writing from the applicant, any abutter or any other person as permitted by the Board.

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
- Statement of Liens on application must be checked appropriately and signed. Lienholders must be included on the notification list
- Completed Envelopes
- Notification and Meeting Fees



BELMONT PLANNING BOARD

REQUEST FOR: [] CONCEPTUAL MEETING
[] DESIGN REVIEW MEETING

MUST BE TYPED OR PRINTED LEGIBLY IN PEN

[] YES [] NO 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: _____

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)

STATEMENT OF LIENS - (Design Review Only) 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)

Town of Belmont Notification List

The following information shall be submitted, as required, as part of all Land Use applications. The list shall include all of the following:

- A** The name and mailing address of the owners of all **abutting** properties, vacant or improved. The name and address shall be that taken from the Town records not more than 5 days before submission of the list.
- P** The name and mailing address of all **professionals** whose seal appears on the plans being submitted as part of this application.
- L** **LIENHOLDER(S)** - The name and mailing address of all parties holding a mortgage or **lien** on the property. Statement of Liens on application form must be checked appropriately and signed.
- R** The name and mailing address of all parties holding a conservation, preservation, or agricultural preservation **restriction on** the property.

NAME	MAILING ADDRESS	TAX MAP/LOT# IF ABUTTER OR LIST <u>P</u> , <u>L</u> , OR <u>R</u> FROM ABOVE