



BELMONT PLANNING BOARD APPLICATION INSTRUCTIONS – SCENIC ROAD

As required by NH RSA 231:158, prior written consent of the Planning Board is required for any repair, maintenance, reconstruction, or paving work on scenic roads as well as any action taken by any utility or other person acting to erect, install or maintain poles, conduits, cables, wires, pipes or other structures pursuant to RSA 231:159-189 if such work involves the cutting, damage or removal of trees, or the tearing down or destruction of stone walls, or portions thereof, except as allowed by statute. Application to the Planning Board for such written consent shall be made in the following manner.

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. 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.

After meeting with the Application 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 Application Review Committee additional review by the committee may be required. Once the Application 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 to the Town Planner who will determine if the application complies with the minimum application submission requirements of the 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 and public posting shall occur.

At the public hearing, the Applicant shall present the proposal, 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 public hearing may 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. 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. 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
- Plan(s) showing location and extend of proposed work
- In the case of tree/brush removal state maximum height of cut from ground
- Fees



**BELMONT PLANNING BOARD
APPLICATION FOR SCENIC ROAD CONSENT**

MUST BE TYPED OR PRINTED LEGIBLY IN PEN

This application has first been presented to the Application Review Committee on _____ (Date)

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: _____

Contractor: _____ Contact Person: _____

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

Mailing Address: _____

Scenic Road(s): _____ Zoning District(s): _____

Describe in detail all proposed work (project map also required): _____

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.

Date

Signature of Applicant