

## **APPENDIX F: PROCEDURE FOR APPLICATION REVIEW (RSA 676:4)**

### **PRE-APPLICATION REVIEW - OPTIONAL OR MANDATORY**

The two stages of pre-application review can be optional or mandatory pursuant to RSA 676:4, II.

#### **PRELIMINARY CONCEPTUAL CONSULTATION**

##### **Step 1**

**Applicant meets with planning board to review plan in terms of concept and compliance with the master plan and zoning ordinance; Board determines type of proposal and offers guidance relative to state and local requirements. (Public notice is not required.)**

##### **Step 2**

**At this point, if pre-application is optional, the applicant may either request the design review phase or move directly to the formal submission of a completed application.**

#### **DESIGN REVIEW PHASE**

##### **Step 1**

**Applicant submits a "Request for Pre-application Review" at least 15 days before the next regularly-scheduled meeting of the Board.**

##### **Step 2**

**Planning Board notifies abutters and the public 10 days prior to the public meeting at which the proposal will be discussed.**

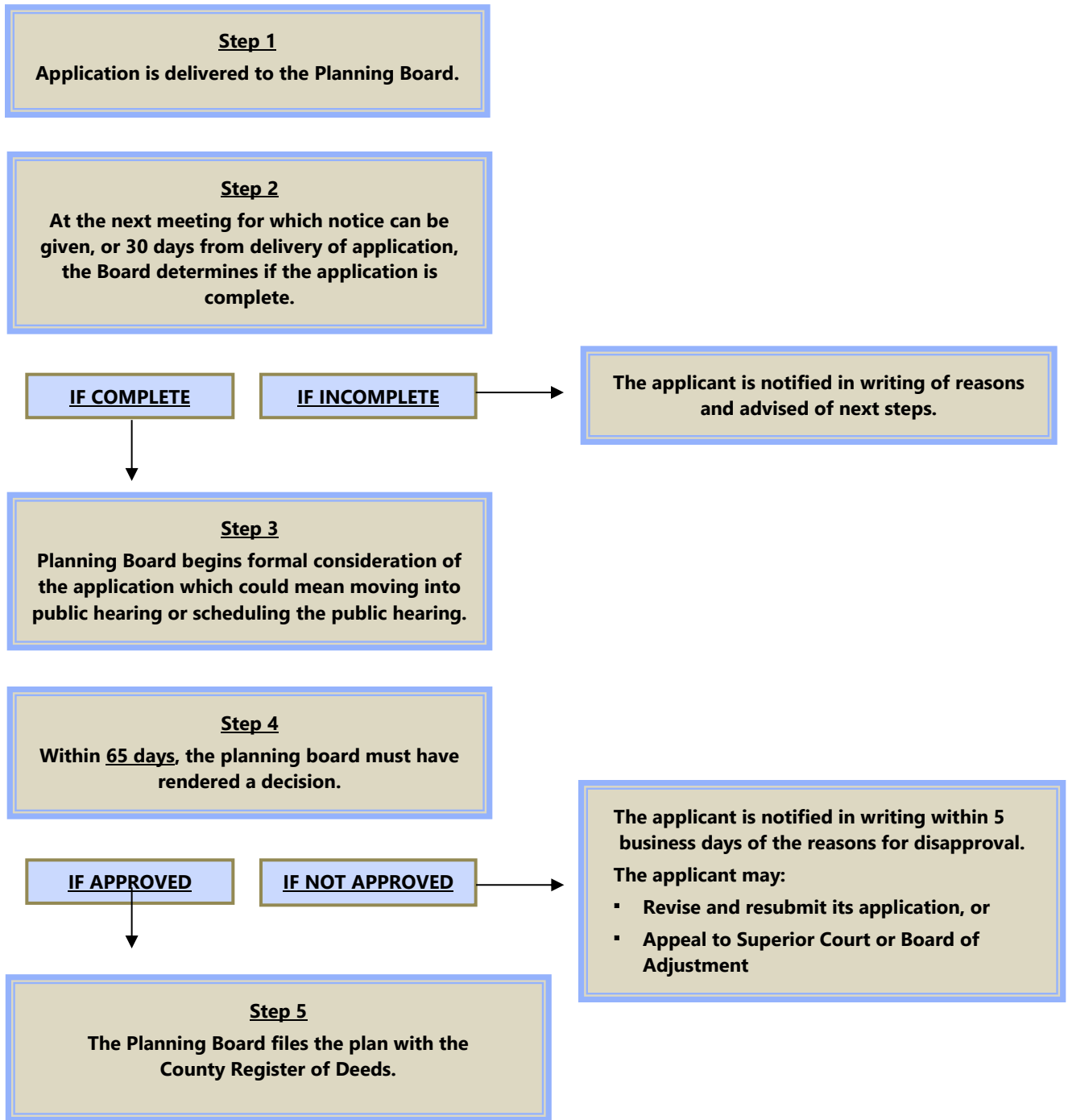
##### **Step 3**

**Board and applicant engage in non-binding discussion involving specific design and engineering details of the potential application.**

##### **Step 4**

**Board determines that the design review phase is complete during a public meeting. Notification of this determination must be provided to the applicant within 10 days.**

## FINAL APPLICATION



NOTE: The public hearing may take place on the same evening as the application as complete, provided the notice has advised of the possibility. This is typically only advisable for minor or technical subdivisions.