

FAQs – Specific Planning Board Policies

(Reaffirmed by Board Member vote on 5/25/16.)

Submittal Deadline for New Subdivision or Site Plan Review Applications

Q – How far in advance must applications and plans for subdivisions, site plan reviews, lot line adjustments etc. be submitted to the Planning Board Office for scheduling on the Board’s meeting agendas?

A - Submittals must be received no less than 30 days prior to a desired public hearing date to ensure proper review of applications for completeness, public noticing and notification of abutters etc.

Submittal Deadline for New Project Engineering Reviews

Q – How far in advance must plans & drainage reports etc. for new or redesigned subdivisions and site plans be submitted to the Town’s Engineers to obtain a review letter by a specific date?

A - Per request by the Town’s Engineers, all documents for new project reviews must be submitted no less than 30 days prior to the public hearing when the Engineering Review Letters are required for evaluation by the Planning Board. (**Caveat:** On rare occasions, depending on the complexity of a project and current workload volume, 30 days may not be enough review time.)

Submittal Deadline for Active/Ongoing Project Engineering Reviews

Q – How far in advance must revised/updated plans and drainage reports etc. for subdivisions or site plans already under review be submitted to the Town’s Engineer to obtain review letters by a specific date?

A - Per request by Town’s Engineers, all documents for projects already under active review must be submitted no less than 21 days prior to the public hearing when the Engineering Review Letters are required for evaluation by the Planning Board.

Recording of Conditions of Approval

Q – What is the minimum time allowed for the Planning Board Office to finalize Conditions of Approval to mail to the Rockingham County Registry of Deeds (RCRD) for recording?

A – Workload permitting, Conditions of Approval will be mailed to RCRD within one or two weeks. (**Caveat:** On rare occasions, there may be delay in obtaining a final approval signature from either the Chairperson or Vice-Chairperson.)

Q – Who handles the recording of the Conditions of Approval with the Registry.

A – The Planning Board Office is responsible for submittal of all Planning Board-related documents for recording. Applicants may not submit their Planning Board-related documents directly to the Registry for recording.

Recording of Plan Mylars

Q – What is the minimum time allowed for the Planning Board Office to review and prepare to mail plan mylars to the RCRD) for recording?

A - Plan mylars will be mailed to RCRD within 21 days upon proof of completion of all Conditions of Approval. (This is a reduction from the long-standing 30-day policy.)

Plan mylars must be accompanied by a \$25 check made out to “RCRD” from the Applicant for the state’s LCHIP Fee. The check must be dated within 90 days of the submittal date of the mylar to the Registry. **(Advice:** Don’t submit a check until all Conditions of Approval have been met.)

Q – Who handles the recording of plan mylars with the Registry.

A – The Planning Board Office is responsible for submittal of all Planning Board-related documents for recording. Applicants may not submit their Planning Board-related documents directly to the Registry for recording.