

Board's Procedures on Plats—RSA 676:4

	PRELIMINARY REVIEW		REQUIRED REVIEW
	Preliminary Conceptual Consultation (RSA 676:4, II(a))	Design Review (RSA 676:4, II(b))	Formal Application (RSA 676:4, I)
PUBLIC INPUT	<ul style="list-style-type: none"> • Abutter notice not required • No public hearing • Formal meeting¹ 	<ul style="list-style-type: none"> • Notice to abutters and others required • No public hearing • Formal meeting¹ 	<ul style="list-style-type: none"> • Notice to abutters and others required • Formal meeting¹ • Public hearing required (<i>minimum 10 days' notice</i>)²
APPLICANT	Basic concept— “napkin sketch”	Specific design and engineering details	Submits completed application and all required material at least 15 days prior to meeting <ul style="list-style-type: none"> • Abutters and others required by RSA 676:4, I(d)—accurate to no more than 5 days before filing application with planning board
PLANNING BOARD	Provides informal, non-binding feedback <ul style="list-style-type: none"> • Compliance with regulations • Layout/use of land • Potential identification of special studies that may be required • <i>Preliminary conceptual consultation</i> to be limited as identified by regulations • <i>May be made mandatory</i> upon grant of authority to planning board by local legislative body. RSA 674:35,I (subdivisions) and 674:43,I (site plans) 		Next regular meeting or within 30 days : <ul style="list-style-type: none"> • Board must mail notice to abutters and others as required no less than 10 days prior to the meeting • Determine if application is “sufficiently complete” • If incomplete, vote to reject as incomplete without prejudice; notice in writing to applicant (RSA 676:3) • If complete, vote to accept as complete; initiate review • 65 days to finish review and to approve or deny; 90 day extension may be granted by Selectmen (RSA 676:4, I(f)) Public hearing—separate notice to abutters and others, unless notice of submittal also includes hearing notice (RSA 676:4, I(d)) Submittal, acceptance, public hearing, and approval can be done in the same meeting Written decision is to be filed in the Board's office within 144 hours of the vote to deny or approve (RSA 676:3); also, minutes are to be filed within 144 hours of the meeting (RSA 91-A:2)

¹ At least 24 hours in advance of any meeting, notice to be publicly posted in 2 appropriate places or published in a newspaper of general circulation (RSA 91-A:2)

² Not required for minor lot line adjustments or boundary agreements that do not create additional buildable lots; also not required if the Board determines the application is incomplete (RSA 676:4, I(e))

