

Basic Requirements for Preliminary and Formal Site Plan Reviews Board's Procedures on Plats—RSA 676:4

| | <i>PRELIMINARY REVIEW</i> | | <i>REQUIRED REVIEW</i> |
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| | 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 meeting | <ul style="list-style-type: none"> • Notice to abutters and others required • Public hearing in Durham (but not required per RSA) • Formal meeting | <ul style="list-style-type: none"> • Notice to abutters and others required • Formal meeting • Public hearing required with at least 10 days notice in advance |
| APPLICANT | Basic concept— “napkin sketch” | Specific design and engineering details. List of items in Site Plan regulations that are required | Submits completed application and all required material at least 21 <i>days</i> 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 <i>days</i> before filing application with planning board |
| PLANNING BOARD | Provides informal, non-binding feedback <ul style="list-style-type: none"> • Compliance with regulations • Layout and use of land • Potential identification of special studies that may be required • <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), but not mandatory in Durham. Recommended for large or complex projects. | | 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; an extension may be granted |

Adapted for Durham from document prepared for the former NH Office of Energy and Planning