

Town of Northwood Planning Board

Application Procedure Information

July, 2015

1. Refer to the Northwood Development Ordinance, Site Plan Review Regulations or Subdivision Regulations for your particular proposal. These regulations are available at the Town Hall for a fee of \$10.00 or at www.northwoodnh.org, at the Planning Board's link to "Documents and Forms."
2. Completed Site Plan Review and Subdivision Applications and all fees must be filed to the attention of the Planning Board Staff at the Town Hall during regular business hours. Deadline for complete applications is 10:00AM on the **first business day of each month.**
3. Applicants may consult with either the Town Planner or Board Administrator prior to submitting an application. Hours for the Planning Board are Mondays from 9:00AM-4:00PM. The Town Planner is available for appointments at other times during the week; please e-mail to schedule. All questions on the application or the site plan process should be directed to the Town Planner AND Board Administrator.
4. All projects must comply with the Northwood Development Ordinance. Some projects may also require relief from the Zoning Board of Adjustment.
5. The application includes a checklist of required information for planning board review. Please check off the documentation that has been provided or those items for which a waiver is requested. All waiver requests must be provided in writing at the time the application is submitted. The checklists are summaries of the requirements; **the regulations must also be consulted for more detail and information required.**
6. Applications containing sufficient information for review will be placed on the agenda for the planning board's regular meeting on the **fourth Thursday of the month.** The planning board staff will send written notification by certified mail of the date, time and place of the meeting to abutters listed by the applicant. Public notice will be provided to the local newspaper and posted in at least two public places.
7. Applications will be reviewed by the Town Planner, Board Administrator, Code Enforcement Officer, Fire Department and other appropriate town staff as part of the Technical Review Process on an as-needed basis. The results of their reviews will be provided to the planning board at its work session held on the **second Thursday of the month.** The applicant is encouraged to attend; however, input is limited to clarification of materials. Comments from this meeting and the TRC process will be provided to the applicant so any missing information may be provided or any issues addressed for the regular meeting.
8. At the regular meeting, the Planning Board will first make a determination on whether the application is complete. If complete, the Board will accept the application and open the public hearing. The board will then either approve or deny the application within sixty-five (65) days of acceptance of the application.
9. The applicant shall receive a Notice of Decision from the Planning Board which states the approval or denial of the application with any conditions specified and shall be recorded at the Rockingham County Registry of Deeds.
10. Once approved, five 22" by 34" paper copies are filed with the town. Mylars must be provided for approved subdivisions to be recorded at the Rockingham County Registry of Deeds.
11. Be aware that there may be other requirements or approvals required from other entities (building permit, fire code, driveway permit, etc.) after the Planning Board process is completed.