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.
NOTE: For a minor or technical subdivision, the public hearing may take place on the same evening as the application as complete, provided the notice has advised of the possibility.