

SBVD Planning Board Case Review Process

PROCESS STEPS	ACTION	COMMENTS
Pre-application	Applicant meets with Planner / Building Insp / Engineer	Optional
	Planner/Secretary explains process to applicant	As Required
	Planner/Building Inspector decide if application qualifies for Low Impact status	Criteria = SP4.100
Application	Applicant fills out application	
	Includes plans	
	Includes checklist	All items required by planner
	Includes abutter labels; written waiver requests; traffic studies, Storm water report	
	Includes application fee	
	Secretary assigns case number	
	Secretary schedules PB review date and Tech Review Date	15-30 days for PB review and second Tuesday of the month Tech Review
	Secretary sends plans to Planner, Engineer, Traffic, Building Insp, Dept Heads,	Including PB review date and Tech review date
	Secretary sends out public notice and abutter notices	
Town Planner Review	Planner creates case check list	Tuesday before PB Review
	Planner writes review letter to PB with required changes	Tuesday before PB Review
	Planner verifies application fee is calculated correctly	Tuesday before PB Review
Engineering Review	Engineer reviews plans & writes comments for the Tech review	Due before Tech Review
	Engineer recommends financial security	Due before 1st PB meeting
Tech Review - 2nd Tuesday of the month	Dept heads review plans & recommend changes	
	Engineer explains his recommended changes	
	Planner explains his recommended changes	
	Building Insp explains his recommended changes	
	Engineer creates summary of changes and ensures they are included in the final plans	Due for next PB meeting on this case. Include in PB packet
	Secretary types minutes of Tech Review and distributes them to PB, Dept Heads, Planner, Engineer and Applicant	Due for next PB meeting on this case. Include in PB packet
	Engineer and Applicant agree on when new plans will be ready	Leave enough time for engineer to review revised plans
	Applicant updates plans with recommended changes discussed at the Tech Review and sends PDF of the revised plans to the PB, Planner, Engineer and Dept Heads along with a letter explaining the changes he made and references the page of the plan that shows the change.	No paper plans are needed until Final Plans. All revisions must be approved in PDF form by the engineer before final plans are printed. Letter is due in PB office one week before next PB meeting on this case
PB Meeting Prep	Secretary adds case to PB meeting packet (including Case worksheet, Planner letter, Planner checklist and Tech Review Minutes	
	Secretary distributes meeting packets to PB members	Thursday before meeting
PB Meeting #1	Applicant explains plan to PB	

	Planner reviews Planner checklist and Planner letter and makes recommendation as to acceptance	
	PB accepts plan as administratively complete	Based on Planner recommendation
	Engineer / PB review Tech Review recommendations	
	Review landscaping & parking as required	Applicant's landscape consultant explains his plan
	Review traffic plan	Applicant's traffic engineer explains his plan
	Public comment period	
	PB Chair continues case too "date certain"	Review date will depend on the amount of work required for the next meeting.
Traffic Review	Traffic consultant reviews plans and traffic impact and writes letter to PB with recommended changes	Due one week before the PB Traffic Review meeting on this case
	Traffic consultant discusses recommendations with PB & applicant	
	Coordinates with applicant and NH DOT to resolve issues outside of the PB meeting	
PB meeting #2, #3, #4...	PB reviews status of all open items from previous meeting. Engineer confirms all recommended changes have been made to the plan	
	Review landscaping & parking as required	Applicant's landscape consultant explains his plan
	Review traffic with proposed changes	Applicant's traffic engineer explains his plan
	Public comment period	
PB Approves Plan	PB sets conditions of approval	Prepare in advance for larger cases.
	PB votes to approve or not approve plan	
Conditions of Approval	Financial Security is recommended by Engineer and set by PB	Due before final plans are signed by PB chair
	All other conditions are set by the PB	
	Applicant has 180 days to complete the conditions of approval	Date set by PB at the meeting
	PB Sec types Conditions of Approval and emails them to the Applicant	Due Friday after PB meeting
Notice of Decision	Secretary types NOD and including the conditions of approval	Due 7 days after PB approval for applicant review
	NOD is signed by the applicant and PB chair	After minutes of PB meeting have been approved
Final Plans	PDF of final plans are sent to the Engineer and Planner and Dept Heads for approval	Must be approved by Planner and Engineer before final plans are printed
	Final Plans must have "conditions of approval" listed on the plans	Applicant should allow 2 weeks for review of final plans by the Planner and the Engineer
	Changes confirmed by Planner	
	Changes confirmed by Engineer	
	Applicant <u>must</u> write a letter to the PB listing all conditions of approval that have been met and requesting a pre-construction meeting. Applicant should use the Notice of Decision to confirm all the conditions are met.	This step is required before a pre-construction meeting will be scheduled.
	The PB chair will sign the final plans <u>only</u> when all conditions of approval have been met and final plans are approved by the Engineer and Planner	Planner and Engineer will send a letter or email to the PB chair stating the conditions of approval have been met and the plans are ready to sign.
	Final plans will not be signed by the PB chair before a State required 30 day challenge period has expired.	30 days from PB approval date.

	All money owed to the Town and District must be paid before the PB chair will sign the final plans	
Extensions for Conditions of Approval	One 180 day extension will be allowed by the PB	PB vote required. Letter requesting the extension due the Tuesday before the next PB meeting
		No construction or site work will begin before all conditions of approval are met and a pre-construction meeting is held with the Building Insp and Engineer
Pre Construction Meeting	Meeting will <u>not</u> be scheduled by the PB secretary before conditions of approval are met and final plans are signed by the PB chair	
	Applicant's contractor, Building Insp, Engineer and the department heads will agree on responsibilities, inspection requirements and timing for all work to be done on the site.	Applicant will be required to redo any work not properly inspected.
	Applicant will provide a written contact list to all attendees at the pre-construction meeting	
	PB secretary will complete & distribute meeting minutes	
Construction Permits	Building Insp will issue appropriate construction permits after the pre-construction meeting	
	No construction permits will be issued before the conditions of approval have been met and the PB chair signs the final plans.	Exceptions require a PB vote.
Construction	Construction will be monitored by PB peer review Engineer	
	Inspections by will be done by Dept Heads or appointed Engineer	
	Applicant has 2 years from date of approval to complete construction.	State Law allows 5 years period where new zoning changes will not apply to approved project.
Security Reductions & Return of Security	Request for a security reduction is made to the PB in writing and must be accompanied by a security reduction check list signed by the department heads and Engineer.	See the PB secretary for the appropriate form. Dept Heads will approve reduction or list what still needs to be completed.
	At the request of the applicant <u>one</u> security reduction will be considered by the PB for work completed before final project completion	A maximum of 75% of the initial security will be returned at this time. Vote required by the PB
	A maximum of 75% of the initial security will be returned before the entire project is complete.	Exceptions require a PB vote
	10% of the total initial security may be held for an additional two years after the project is completed to ensure the project work meets town requirements	Usualaly applies to road construction security
	All money owed to the Town must be paid before any security reduction will be considered by the PB	
As-Built Plans	Final As-Built Plans must be provided before final security is returned.	Plans must be approved by the Planner and Engineer and comply with requirements in Sub-Division Regulations 9.303
	GIS requirements for As-Built Plans will be set by the PB Engineer	Engineer to recommend GIS requirements for inclusion in 9.303

Project Completion	Applicant will provide a letter to the PB from a professional engineer certifying the project is complete and in compliance with the approved plans	Final security will not be returned before letter is received
Recommendation to Become a Town Road	The PB will recommend accepting a new road as a town road based on the recommendations and comments received by the Department Heads and the Engineer. Construction on the road must be completed before the PB will make a recommendation.	Minimum of two years after completion of the project is required before the road will be accepted as a town road.
	All money owed to the Town must be paid before the PB will make a recommendation	

Notes: Provide this document to each applicant when they receive an application
Post this document on the PB web page with the application form.
Review this document with each new applicant.

The PB schedules one work session per quarter

See the PB secretary for a schedule