

Site Plan Review
CONCEPTUAL CONSULTATION APPLICATION

PLANNING BOARD
ALTON, NEW HAMPSHIRE

Date Received: _____

Case #: _____

Applicant or Agent for the Owner (If different than property owner):

Name: _____

Address: _____

Telephone Number: () _____

Property Owner(s) of Record: Print all information

Name: _____

Address: _____

Telephone Number: () _____

Street location of site: _____

Tax Map(s) and Lot(s): _____

Zoning of Parcel: _____

Area of Site: _____

Frontage on What Road: _____

Water: Municipal _____ Well _____

Short Narrative of Proposed Request:

Signature by Applicant or Agent if authorized by Owner: (Authorization Letter Attached)

_____ Date _____

Signature(s) of property owner(s):

_____ Date:

_____ Date:

_____ Date:

Instructions for Conceptual Consultation:

1. Applicants may engage in an informal discussion with the Board as a Conceptual Consultation for either a Minor or Major Site Plan Review, prior to filing a design review application or final application. This step is not required, but is optional at the request of the applicant.
2. A Conceptual Consultation application shall be filed with the Planning Board at least 21 days prior to the regular scheduled meeting for the Planning Board review.
3. A Conceptual Consultation can only occur at a posted meeting of the Board. Such Conceptual Consultation shall be informal and directed toward:
 - a. Reviewing the basic concepts of the proposal;
 - b. Reviewing the proposal with regard to the master plan and zoning ordinance; and
 - c. Explaining the state and local regulations, including the Site Plan Review Regulations, that may apply to the proposal.
4. The applicant may use a general map sufficient to explain the concept; such map, however, shall not include any specific design, engineering or surveying information. (The Planning Board will stop further consideration of a Conceptual Consultation application if the applicant presents plans that are too detailed regarding engineering and surveying information.)
5. Abutters are not notified of this step in the process.
6. In no case is either the applicant or the Board bound by any discussion. Any statements made by Board members shall not be the basis for disqualifying said members or invalidating any action eventually taken on the application.
7. If the applicant is someone other than the property owner(s), then the applicant must submit a letter from the property owner(s) authorizing the applicant to present the application on his/her property.

If you have any questions, please contact the Alton Planning Department at 875-2162.

Conceptual Consultation

ALTON PLANNING BOARD APPLICATION FEE SCHEDULE

Received From:

Date:

Case #:

Tax Map / Lot #

Application Fees for Conceptual Consultation

Conceptual Consultation - \$25.00
which shall be applied to application
fees if formal application is filed
within 6 months.

\$ _____