

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: () _____

e-mail address _____

Property Owner(s) of Record: Print all information

Name: _____

Address: _____

Telephone Number: () _____

e-mail address _____

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:

I/WE certify compliance with the regulations which require that all existing easements and rights of way are to be shown on the plans and where appropriate all persons holding interests in those easements and rights of way, whether abutters or not, are to be given notification of the application. I/WE certify that the existing easements and rights of way shown on the plan have been examined and that the lots, uses and improvements proposed in the plans do not violate any term, condition or covenant of the easements or rights of way.

I/WE certify compliance with the regulations which require that all private restrictions, covenants and declarations have been identified and listed on the plans. I/WE certify that the private restrictions, covenants and declarations have been examined and that the lots, uses and improvements proposed in the plans do not violate any term, condition or covenant of the private restrictions, covenants and declarations.

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.

\$ _____