

Subdivision
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: _____

Number of Lots: _____

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 Subdivision Conceptual Consultation:

1. Applicants may engage in an informal discussion with the Board as a Conceptual Consultation for either a Minor or Major Subdivision, 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 Subdivision 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 Subdivision
Conceptual Consultation**

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

\$ _____

Applicant: _____

Date: _____

A subdivision shall contain the following information in order to be considered complete. This checklist is intended to be guide; please refer to the Alton, NH, Subdivision Regulations for more detailed information.

The checklist along with a written request for any waivers with an explanation of the reasons for requesting the waiver must

be submitted as part of your application for Subdivision Approval. **Please note: the Board is not obligated to grant waivers. If the Board chooses to not grant a requested waiver, and the application is not accepted, then fees will not be refunded.**

Please indicate in the spaces below the Sheet Number where the required information is provided.

SUBDIVISION CONCEPTUAL CONSULTATION APPLICATION CHECKLIST			
Number	Item and description	Provided	Waiver
9.A.1.	An application form completed and signed by the landowner(s) or authorized agent.		
9.A.2.	Written authorization from the landowner(s) of record for any agent(s) to represent and sign for the landowner(s).		
9.A.3.	Payment of the application fees,		
9.A.4.	A brief project narrative explaining the subdivision proposal in general terms including any potential regulatory waivers and points of special interests.		
9.A.5.	A colorless sketch of the subdivision proposal layout (not required to be prepared by a licensed professional.		