



Town of Alton

Planning Department PO Box 659 1 Monument Sq. Alton NH 03809
Phone 603-875-2162 Fax 603-875-2163 TDD 603-875-0111

SUBDIVISION CONCEPTUAL CONSULTATION APPLICATION INFORMATION

1. Applicants may engage in an informal discussion with the Board as a Conceptual Consultation, prior to filing a Design Review Application or Final Subdivision Application.
2. A Conceptual Consultation Application shall be filed with the Planning Board 21 days prior to the regular scheduled meeting for Planning Board review.
3. A Conceptual Consultation Application review can only occur at a posted meeting of the Board. Such Conceptual Consultation Application review shall discuss the proposal in general terms only and be 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 shall 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. A Conceptual Consultation Application is not required, but is optional, at the request of the applicant.
6. In no case is either the applicant or the Board bound by any discussion, and 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 desires to discuss the subdivision proposal in more detail than the basic concept, then he/she shall submit a Design Review Application which involves a public hearing with notice to abutters.
8. See also Subdivision Regulations Section VII, A., for Application Submittal Requirements.

If you have any questions please feel free to contact the Planning Department at 875-2162.



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Subdivision CONCEPTUAL CONSULTATION APPLICATION FORM

Date Received _____ Case # _____

Applicant or Agent of Owner (If different than property owner)

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Property Owner of Record:

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Property Address: _____

Tax Map # _____ Lot # _____ Zoning of Parcel _____

Number of Lots _____

Frontage on what Road(s)?; Include new road name if applicable:

Water: Municipal _____ OR Well _____

Special Exception or Variance Granted by the ZBA: YES _____ NO _____

If yes, provide the applicable date(s): _____



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Type of Application being reviewed: Minor Subdivision Major Subdivision

I/We have read the Subdivision Regulations, and the Town of Alton Zoning Ordinance, and agree to be bound by them and all applicable State, Federal, and Local Laws and regulations. I/We understand that no land within the proposed subdivision shall be sold, transferred, leased, altered, or cleared; no road construction or building development shall be started; no permit for the erection of buildings shall be issued; and, no subdivision plat shall be filed with the Belknap County Registry of Deeds until all required Land Use permits and approvals shall have been issued. I/We understand that failure to comply with the applicable regulations, ordinances, and laws may result in revocation of or denial of approvals or permits by the Town.

I/WE understand all information required by regulations must be supplied; noncompliance is grounds for denial. (RSA 676:4)

I/We understand that the Alton Planning Department must have on file a completed application with all required submissions as outlined in the Subdivision Regulations at least 21 days prior to the regularly scheduled meeting at which it is intended for submission.

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

_____ Date: _____

_____ Date: _____

Signature of Property Owner:

_____ Date: _____

_____ Date: _____



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Subdivision CONCEPTUAL CONSULTATION APPLICATION APPLICATION FEE SCHEDULE

Received From: _____

Date: _____

Case # _____

Tax Map _____ Lot # _____

Application Fees for Planning Board - Conceptual Consultation - \$25 \$ 25.00
which shall be applied to application fees if formal application is filed
within 6 months.

TOTAL \$ **25.00**

NS/
5/8/17



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ALTON SUBDIVISION CONCEPTUAL CONSULTATION CHECKLIST

Applicant: _____

Date: _____

General Information

- Checklist:** The applicant shall complete this checklist as part of every Subdivision Conceptual Consultation Application. This checklist is not intended to be a replacement for thorough review of the Subdivision Regulations. This checklist is intended to be used as an aid in the preparation and review of the subdivision plan.
- Filing:** Applications and checklists shall be filed with the Planning Department not less than 21 days before the regularly scheduled meeting at which it is intended for submission.
- An application for a Conceptual Consultation shall include the following information, per Subdivision Regulations Section VII, A.:

<u>Item</u>	<u>Provided</u>	<u>Planning Board</u>
1. An application form completed and signed by the landowner(s) or authorized agent		
2. A completed application checklist		
3. Written authorization from the landowner(s) of record for any agent(s) to represent and sign for the landowner(s)		
4. Payment of the application fees, based on the current Planning Board fee schedule		
5. A brief project narrative explaining the subdivision proposal in general terms including any potential regulatory waivers and points of special interest.		
The applicant may use a general map sufficient to explain the concept.		

NS/
5/8/17