

Community Development Department-Planning Board

Minor Site Plan/Change of Use Flow Chart

Application Start

Determine as to whether the proposal meets the Minor Site Plan criteria, as detailed in *Section 303*.*

*Refer to Section 303 the Site Plan Regulations for more detailed information

Application

If proposal qualifies as a Minor Site plan, submit a Minor Site Plan Application with fifteen (15) copies of the following: Letter of Intent, Written request to be heard by the Planning Board as a Minor Site Plan, per *Section 303*, and plans set.

Technical Review Committee

Following an application submittal, you will be scheduled for a Technical Review Committee meeting (TRC) with Town Committees and Staff. Following the TRC meeting you will receive written comments.

Design Review Committee

IF the application is in the Gateway Commercial District, Neighborhood Business District, or Professional Business and Technology District **AND** consists of a proposal for new construction, amendments to a previously approved Site Plan for non-residential properties (except where a change of use with no exterior modifications) **THEN** it must be reviewed by the Design Review Subcommittee in accordance with the *Design Regulations* prior to the Public Hearing per *Section 708.2.2*.

Application Finish

If the application is approved and there are plans sets as part of the application, then supply 1 mylar and 3 large paper copies, sized 22" X 34" to Town Staff. If the application is approved with conditions then you have 120 days per *Section 602.2.3*, to submit the final plans sets. If the application is denied, you may submit a new application or appeal the decision, per *NH RSA 677:15*.

Public Hearing

The public hearing for the proposal will be noticed in the paper and abutter notifications will be mailed out, per *NH RSA 91-A*. The Planning Board will determine whether or not to accept the proposal as a Minor Site Plan, as detailed in *Section 303*.** If accepted, the Board will either: approve the proposal, approve the proposal with conditions, or deny the proposal per *Section 602.2.1.2*.

**Per Section, 303.5, if the Planning Board determines that the Application does not qualify as a Minor Site Plan/Change of Use, the application must follow the procedure of a Major Site Plan Application as detailed in Section 303.5