

## **XV. PRE-APPLICATION CONCEPTUAL CONSULTATION**

(see pages 12-13 in Site Plan Review Regulations )

### **A. Conceptual consultation purpose.**

To expedite site plan review by identifying potential problems as early as possible, all prospective applicants are encouraged, but not required, to engage in a conceptual consultation as described below.

### **B. Parameters of consultation.**

1. At the meeting, the potential applicant may address the board concerning a potential application, but must limit the presentation to the intent and the location of the proposal, without going beyond a description of the basic concept of the proposal.
2. The board may briefly outline the steps that an applicant may take to obtain board approval. It may discuss the content of the Master Plan of the town and its relation to the potential applicant's proposal. The board may also cite specific sections of these regulations or the Zoning Ordinance. The proposal may be discussed in general terms only, such as the desirability of types of development and proposals under the Plan for Tomorrow. The board may make suggestions which might be of assistance in resolving problems with meeting the requirements of a formal application.
3. The board shall not approve or disapprove the proposal.
4. No comments made during this consultation shall bind either the applicant or the board.
5. Statements made by board members shall not be the basis for disqualifying said members or invalidating any action eventually taken on an application.

### **C. Information requested to be supplied.**

It is recommended that the prospective applicant submit the following information in writing at least 1 week prior to the next regularly scheduled planning board meeting:

1. The location of the proposed development
2. Correct names and mailing addresses of owner(s) of record (and the applicant, if different)
3. A brief narrative description of the proposal
4. Drawing or sketch of plan

5. Any other information that the applicant feels will be helpful

D. **Notice.**

Such discussion may occur without formal notice to the abutters, but may occur only at formal meetings of the board when the discussion has been placed on the agenda. [See RSA 676:4, 11(a).]