

TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275

Tel: 603-485-4747

CONCEPTUAL CONSULTATION CHECKLIST

To be listed on the Planning Board agenda for a conceptual consultation, this checklist must be returned to the Planning Department at least seven (7) days before the next regular business meeting. See the Planning Board Meeting Schedule for submittal and meeting dates.

Discussions held about the project during the conceptual consultation process are non-binding and are general in nature. Please refer to the Guidelines for Conceptual Consultation and Design Review for more information.

PART 1. CONSULTATION TYPE

Please check the appropriate Planning Board action:

Open Space Development Major Subdivision Conceptual Consultation	
Major Subdivision Conceptual Consultation (4 or more lots)	
Minor Subdivision Conceptual Consultation (up to 3 lots, lot line adjustments)	
Major Site Plan Review Conceptual Consultation (all new development, 10% or greater expansion of use or structure, change in use resulting in changes to the building or site plan)	
Minor Site Plan Review Conceptual Consultation (all other site plans not defined as major)	

PART 2. PROJECT INFORMATION

Please type or print clearly.

Date	
Site Address or Location	
Tax Map Number	
Tax Lot Number	
Zoning District(s)	
Zoning Overlay District(s)	
Total Acres	
Total Frontage	

PART 2. PROJECT INFORMATION, continued

What is your general project?	
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PART 3. APPLICANT INFORMATION

The applicant is sometimes a professional (surveyor, engineer, developer, architect, attorney, etc) representing a property owner before the Board, or the applicant may be the property owner.

Name	
Company	
Address	
Phone Number	
Email (required)	
Fax	
Signature	

PART 4. PROPERTY OWNER INFORMATION

If the applicant (above) will be representing the property owner before the Planning Board, please submit a **notarized** letter of authorization from the property owner(s).

	Owner 1	Owner 2
Name(s)		
Address		
Phone Number(s)		
Email(s)		
Signature(s)		

PART 4. PROPERTY OWNER INFORMATION, continued

	Owner 3	Owner 4
Name(s)		
Address		
Phone Number(s)		
Email(s)		
Signature(s)		

PART 5. OTHER CHECKLIST REQUIREMENTS

The following items are required for a conceptual consultation with the Board.

Notarized Letter of Authorization (if applicable)	
Abutter First Class Notification Fees (\$2.00 each) – for Open Space Development Only	
Abutter Notification List – for Open Space Development Only	
A clear site context map (no smaller than 8.5"x11") with these features: - outline of subject parcel and proposed development - locations and names of existing streets - boundaries and designations of zoning districts	
Copies of the site context map as follows: *15 for the Planning Board *10 for other Town Departments (for Open Space Development Only) *1 copy per each abutter notice (for Open Space Development Only)	

Please Type for Project/Public Hearing Notification

Applicant: _____

Map: _____

Lot: _____

Property Owner (if different than the applicant):

Map: _____

Lot: _____

Property Owner (if different than the applicant):

Map: _____

Lot: _____

Surveyor: _____

Engineer: _____

Soil/Wetland Scientist: _____

Architect: _____

Please attach additional sheets as necessary

TOWN OF PEMBROKE CERTIFIED NOTIFICATION LIST

Abutters: All property owners adjoining the subject parcel either directly, at the corners, or across a street or stream must be notified. Please obtain the most current list of abutters from the Assessors' Office a maximum of 5 days prior to submission of the application per RSA 676:4.I.(b).

1.	<hr/> <hr/> <hr/>	Map:	<hr/>
		Lot:	<hr/>
2.	<hr/> <hr/> <hr/>	Map:	<hr/>
		Lot:	<hr/>
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		Lot:	<hr/>
7.	<hr/> <hr/> <hr/>	Map:	<hr/>
		Lot:	<hr/>

TOWN OF PEMBROKE CERTIFIED NOTIFICATION LIST

8.	<hr/> <hr/> <hr/>	Map:	<hr/>
		Lot:	<hr/>
9.	<hr/> <hr/> <hr/>	Map:	<hr/>
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12.	<hr/> <hr/> <hr/>	Map:	<hr/>
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14.	<hr/> <hr/> <hr/>	Map:	<hr/>
		Lot:	<hr/>
15.	<hr/> <hr/> <hr/>	Map:	<hr/>
		Lot:	<hr/>

Please attach additional sheets as necessary

Please Type for Notice of Decision Notification

Applicant: _____

Surveyor/Engineer: _____

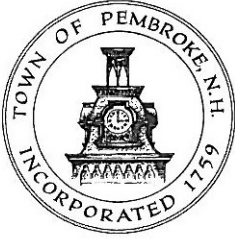
Property Owner: _____

Property Owner: _____

Property Owner: _____

Property Owner: _____

Please attach additional sheets as necessary



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GUIDELINES FOR CONCEPTUAL CONSULTATION AND DESIGN REVIEW

The Board compiled these guidelines to illustrate some of the basic differences between a Conceptual Consultation and the Design Review process. Please refer to the respective applications and/or checklists, available at the Planning Department, for both of these options.

In a Conceptual Consultation:

- A. No application is required, but a checklist must be completed and **submitted to the Planning Department at no later than (7) days before the next regular business meeting** to be placed on the agenda. See the Planning Board Meeting Schedule available in the Planning Department.
- B. At the meeting, the prospective Applicant will describe the basic concept of the proposed development, and the Planning Board will offer suggestions to resolve problems that might arise during formal review. The Board and prospective applicant may discuss proposals in conceptual form only and in general terms such as desirability of types of developments and conformance with the master plan and zoning ordinance. The Board may explain the state and local regulations that may apply to the proposal. Details shall not be discussed, and no decisions shall be made. The Board shall not give any indication of approval or disapproval of the proposal.
- C. This consultation will not bind either the Applicant or the Board, and statements made by members of the Planning Board will not be the basis for disqualifying the members or invalidating any subsequent action on the application.
- D. The time limits for Board action under RSA 676:4, I(c) shall not apply to conceptual consultation.
- E. The Board shall not accept any application by the potential Applicant under this procedure.
- F. No notification of abutters or the public is required other than the consultation being listed on the Planning Board Agenda.
- G. Public input will not be received during the conceptual consultation with the Board.

- H. A conceptual consultation lasts for only one meeting.

In a Design Review:

- A. A completed Design Review application with required administrative and escrow fees, site location maps, site survey maps, site layout maps, and the checklist shall be **submitted at least 28 days in advance of the next meeting**. See the Planning Board Meeting Schedule and the aforementioned forms available in the Planning Department.
- B. At the meeting, the applicant and the Board can engage in discussions that describe the site so the Board has an opportunity to understand what is proposed and so the applicant learns the concerns of the Board, and possibly the concerns of the abutters and the public. The Planning Board will offer suggestions to resolve problems that might arise during formal review. The Board shall explain the state and local regulations that may apply to the proposal, and should inform the applicant of any special studies required. The Board can discuss whether the proposal has the potential to qualify as a development of regional impact. **No decisions will be made by the Board**. The Board shall not give any indication of approval or disapproval of the proposal.
- C. The design review process will not bind either the Applicant or the Board, and statements made by members of the Planning Board will not be the basis for disqualifying the members or invalidating any subsequent action on the application.
- D. The time limits for Board action under RSA 676:4,I(c) shall not apply to design review.
- E. The Board shall not accept any site plan, subdivision, or other application by the applicant under this procedure.
- F. Notification of abutters and the public is required, although **no hearing is required to be held**.
- G. Public comment may be received during the design review at the discretion of the Board.
- H. The Technical Review Committee will meet to review the materials submitted and provide a list of concerns to the applicant and the Board. Town Engineer will review the proposal in the Committee and also provide a list of concerns. These items along with Board and staff comments will better enable the applicant to prepare the final design which will be in accordance with regulations and best management practices.
- I. A design review may last for more than one meeting and the Board has the discretion to end the design review process at any time.

Town of Pembroke - Conceptual Consultation Fees
Planning Board Fee Worksheet

NAME: _____

CASE #: _____

√	ADMINISTRATION FEES	FEE	PER UNIT	QUANTITY	TOTAL
	First-Class Notices of Meeting to				
	Abutters	2	per address		

1. Noticing fee must be paid by the applicant with the designated agent of the Board at the time of request for Conceptual Consultation. The Certified Notification List must be completed and submitted at this time. Notices will be mailed first class only.