

PROCEDURE FOR PLANNING BOARD REVIEW OF PROPOSED CONSTRUCTION ON CLASS VI ROADS

Under RSA 674:41 the Board of Selectmen has the discretion to authorize the issuance of building permits for lots on Class VI roads after review and comment by the Planning Board.

The Planning Board has developed this process to help provide a uniform decision-making process when it is presented with such a request from the Board of Selectmen. It is intended that the Planning Board will consider any factor it deems relevant to the review of a building permit application request. Therefore, this statement is not intended to be an exhaustive list of factors which may be taken into account by the Planning Board when reviewing an application.

Board of Selectmen

- A. Upon receiving an application for a building permit for a lot which is accessed from its frontage on a Class VI Road, the Board of Selectmen will provide the Planning Board, within 14 days of receipt of an application, a written request for the Planning Board's review and comment on the application.
- B. A copy of all material provided with the building permit application will be forwarded to the Planning Board for their review.
- C. A copy of any meeting minutes where the building permit application was discussed will also be sent to the Planning Board for their review

Planning Board

- A. Within 30 days of receipt of the request for review and comment by the Board of Selectmen, the item will be placed on the Planning Board agenda for review and comment.
- B. The review and comment on the building permit application will be noticed to the public and abutters to the property, in accordance with RSA 675:7, as a public hearing in order to solicit public comment.
- C. The Roads Committee, Police Department, Conservation Commission, and Fire Department will receive notice of the public hearing for input on the application.
- D. The Planning Board will endeavor to provide its written response to the Board of Selectmen and the Applicant within 60 days of receipt of the request for review and comment by the Board of Selectmen.

Applicant

- A. The following material is required for the Planning Board to review and comment on the application.
 1. Copy of the assessment card;
 2. A list of all abutters with mailing information and a copy of the tax map showing the location of all abutting lots and streets;
 3. Abutter notification and public hearing notice fees;
 4. The location and size of the lot and its relation of the Class VI Road and the Class V or better road which allows access to the Class VI Road;
 5. The specific locations and dimensions of all proposed and existing structures and driveways;
 6. A copy of the approved subdivision plan, deeds, easements, Planning Board minutes, and other relevant material from when the lot was created;
 7. Information on the current Class VI Road, including the ROW width, the travel-way width, the condition of the road, and any proposed improvements to the Class VI Road from the Class V or better road which allows access to the Class VI Road to the subject property;
 8. Information on wetlands, steep slopes, and drainage issues that may be impacted by the issuance of the requested building permit.
- B. Failure on the part of the applicant to provide such material in accordance with the posted submission deadline schedule will result in the item not being placed on the Planning Board agenda and a memo being sent to the Board of Selectmen not recommending the issuance of the Building Permit.