

**TOWN OF CARROLL
PLANNING BOARD
APPLICANT'S
GUIDE TO PLANNING BOARD PROCESS**

NOTE: The Guide is intended to provide helpful assistance to citizens. However it is not a substitute for the regulations. Applicants are urged to become familiar with all laws and regulations governing the process.

For assistance:

Contact Information:

Linda Dowling, Planning Board Secretary
371 Route 115
Carroll, NH 03598
mtview@roadrunner.com preferred
(603) 846-7738

Evan Karpf, Chairman, Carroll Planning Board
drevannh@gmail.com preferred
(603) 846-5505

Types of Applications:

Site Plan Review
Subdivision
 Boundary (Lot) Line Adjustment
 Minor Subdivision
 Manufactured Home Subdivision
 Major Subdivision
 Subdivision with Concept Plan

What Type of Application is Needed?

Site Plan Review is needed for the development or change or expansion of use of tracts for non-residential uses, for multi-family dwelling units other than one and two-family dwellings or for manufactured home parks. Site Plan Review is required for new development, for expansion of existing non-residential or multi-family use, or a change from one such use to another. (See RSA 674:43 as well as SITE PLAN REVIEW REGULATIONS FOR THE TOWN OF CARROLL, II. PURPOSE)

Subdivision application is needed for anyone wishing to: a) divide his property into two or more lots; or b) alter or add to an existing structure or to construct an additional structure, in such a way as to create one or more new dwelling units or new uses for purposes of rent, condominium conveyance or other business use (other than for "cottage industry"); or c) to make a lot line

adjustment altering the boundaries of one or more lots; or d) otherwise to carry out a subdivision. (See RSA 672:14, as well as TOWN OF CARROLL SUBDIVISION REGULATIONS, SECTIONS 2.32 and 3.01)

Types of Meetings

Consultations

The purpose of a consultation or a pre-application review is to provide an opportunity for the Board and the applicant to discuss a proposal without any binding decisions being made by either the Board or the applicant. Statements made by the Planning Board members at pre-application (consultation) discussions CANNOT be used to disqualify them during review of the completed application or as a basis for invalidating any future action of the Board. (See RSA 676:4,II and OEP Planning Board Handbook, page IV-1)

There is no fee for a pre-application consultation. No notice is required. The Carroll Planning Board does recommend that a person seeking a pre-application consultation inform the Planning Board Secretary 15 calendar days in advance with basic information about the project he is considering, to allow placement on the agenda and also to allow Planning Board members to be prepared to discuss the project.

Public Hearing

Upon receipt of a completed application, within the timeframes allowed, the Secretary will notify the Chairman of the application submission and a public hearing will be scheduled.

What is a completed Application?

Applications may be obtained at Town Hall, or by contacting the Secretary who will make an appointment to meet with the applicant or mail an application to him/her. Only approved completed applications will be accepted.

An application will be deemed to be complete when

1. all information is filled out on the application form (all the blanks filled), together with all the applicable submission requirements as set forth in Section 4.10, 4.11, and 4.12 of the Subdivision Regulations; or Section V of the Site Plan Review Regulations, as applicable.
2. a list of abutters with their addresses and Map & Lot numbers are attached to the application. This list must be verified by the Secretary
3. checks for the application fee(s) and processing fees, payable to the Town of Carroll are required. The Secretary will assist you in calculating the amounts needed for each check.

The completed application may be submitted ONLY to the Planning Board Secretary or Chairman. The Board will vote at a meeting whether a submitted application is complete, as provided in RSA 674:4,I(c) (1) and the Board's regulations.

If mylars are necessary, further charges may be incurred for their filing at the Registry of Deeds. Please note, the Town of Carroll will do the filings (not the applicant). Five (5) paper copies of the mylar(s) are required. The mylar(s) must be exactly 22" X 34" and will be measured by the Secretary.

What are the Timeframes?

The Planning Board meets regularly on the first Thursday of each month. State Law (RSA 675:7) requires that abutter notifications, postings, as well as the publishing of the notice in a newspaper of general circulation, (the Board uses the Coos County Democrat) be no less than 10 days prior to the public hearing, the day of the public hearing and the date of publication cannot be counted in the 10 day window. The Coos County Democrat maintains a deadline of 2:00 PM Friday for publication in the following Wednesday edition. Your application must be reviewed by both the applicant/agent and Planning Board Secretary for completeness and possible additions, deletions and/or amendments that may be made to the application before it is submitted to the Secretary. These possible changes may require more time to address. The Secretary will advise you of the meeting at which your application can be presented to the Planning Board.

The public hearing will address the question of whether to accept the application and then will move to the possible deliberation and possible final vote to approve or disapprove the request made by the applicant. However, the public hearing may also be continued by the Board for further information, or if it feels it needs more time. State Law requires the final vote to occur within 65 days after the application is accepted by the Board as complete, unless that time is waived.

The applicant's responsibilities having been met, the Planning Board Secretary will prepare and execute the public hearing notices to the abutters by certified mailing, the general public postings at no less than two (2) locations, and the newspaper publishing. The applicant will also be notified, per statute, by certified mail of the public hearing.

Do I have to go to the Zoning Board?

If for some reason, your site plan or sub-division does not comply with the Town of Carroll Zoning Ordinance, you will be advised either by the Planning Board or the Code Enforcement Officer to apply to the Zoning Board of Appeals for either a variance, special exception, dimensional waiver or administrative appeal. These appeals are all handled by the same Secretary as noted above, who will assist you in going through the process for the Zoning Board.

Once your project comes into compliance with the Zoning Regulations through the ZBA process, you will then go back to the Planning Board and continue the process of review of your initial application.

Please be aware, the ZBA is a quasi-judicial entity, totally separate from the Planning Board. The ZBA has its own set of deadlines and requirements that are set by State Law. Please do not try to contact any member of the ZBA regarding your project, since this would constitute an Ex Parte communication, which could result in that member being unable to sit on the case. Your contact with the ZBA must be through the Secretary only.

What is the purpose of all this?

The Planning Board is elected by the voters of the Town of Carroll, to look out for the best interest of the town and its residents, specifically and by statute “for the purpose of protecting the health, safety, convenience, prosperity and welfare of our inhabitants; for the purpose of protecting the economic investments of homeowner residents; (and) for the protection of our Town’s scenic beauty”. (CARROLL PLANNING BOARD, Subdivision Regulations, SECTION1. AUTHORITY)

The Zoning Board of Adjustment, also elected by the voters of Carroll, purpose is, “.... In order to promote health, safety, and general welfare; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewage, schools, parks and other public requirements; to conserve valuable natural and scenic resources; and to preserve the rural qualities of the Town.”. (ZONING ORDINANCE FOR THE TOWN OF CARROLL, SECTION 102. Purpose)

You may have other legal rights of which you may be unaware. The statutory reference is RSA Chapters 672 through 677. They are found in the booklet *New Hampshire Planning and Land Use Regulations*, which is issued by New Hampshire Office of Energy and Planning, Concord, New Hampshire.

This Applicant’s Guide is a general guide and is not 100% inclusive. There may be other conditions and requirements that you will need to understand and meet. This Guide is to assist you in understanding the general process.

The Secretary will assist the applicant, however, she/he is not an attorney and the responsibility for the accuracy and completeness of the application is solely that of the applicant/authorized agent.

Approved and Adopted
By the Carroll Planning Board
February 7, 2013