



# CONCEPTUAL REVIEW

## TOWN OF GOFFSTOWN

### APPLICATION FORM

DO NOT WRITE IN THIS AREA-OFFICE USE ONLY

Submittal Date: \_\_\_\_\_ Conceptual Review PB Meeting Date: \_\_\_\_\_

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Goffstown Tax Map \_\_\_\_\_ Lot#: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Project Type:**  Subdivision  Site Plan  Other: \_\_\_\_\_

The property owner may designate an agent as the coordinator for the project. This person (the applicant) shall attend Conceptual review meetings, will receive the agenda, comments, recommendations, staff reports, and will communicate all case information to other parties as required.

**The Property Owner may act as the Applicant. If so, List under Applicant's Name: "Owner."**

**All contact for this project will be made through the applicant listed below.**

**Applicant's Name:** \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner Signature**

\_\_\_\_\_  
**Date**

#### Proposed Project Details:

Single-Family Residential  Multi-Family Residential  Commercial  Industrial  Other: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Number of Buildings: \_\_\_\_\_ Parcel Size (acres): \_\_\_\_\_

Total Units: \_\_\_\_\_ Density: \_\_\_\_\_ Historical Site: YES/NO

Square Ft. of Commercial Space proposed \_\_\_\_\_ Square Ft. of Office Space proposed \_\_\_\_\_

Open Space proposed \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Brief Description of Request: \_\_\_\_\_

\_\_\_\_\_

## Planning and Economic Development Department

16 Main St. Goffstown, NH 03045

Phone 603.497.8990 ext. 117 | Fax 603.497.8993

## APPLICATION PROCEDURES FOR CONCEPTUAL REVIEWS

### **Important Information:**

- All Conceptual Review submittals must be received no less than 20 days prior to the next regularly scheduled and available Planning Board date.
- Planning Board meetings are generally held on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Thursday of each month, excluding holidays, at Town Hall – 16 Main Street, Goffstown, NH 03045 (Room 106).
- Applicant (or their representative) attendance at the Planning Board meeting is mandatory.

The following information is provided to assist in the preparation and submittal of an application requesting a Conceptual Review by the Planning Board for a Subdivision or Site Plan for property within the Town of Goffstown's jurisdiction.

**1. *Conceptual Review Submittal*** – For an application to be accepted by staff, the applicant must provide all of the required information described on the submittal checklist at the time of submittal. All submittals must be received no later than 4:00 p.m. on the Friday that falls 20 days prior to the next regularly scheduled Planning Board Meeting. Complete applications submitted after the above-referenced deadline will be placed on the next available Planning Board agenda. Incomplete applications will NOT be accepted.

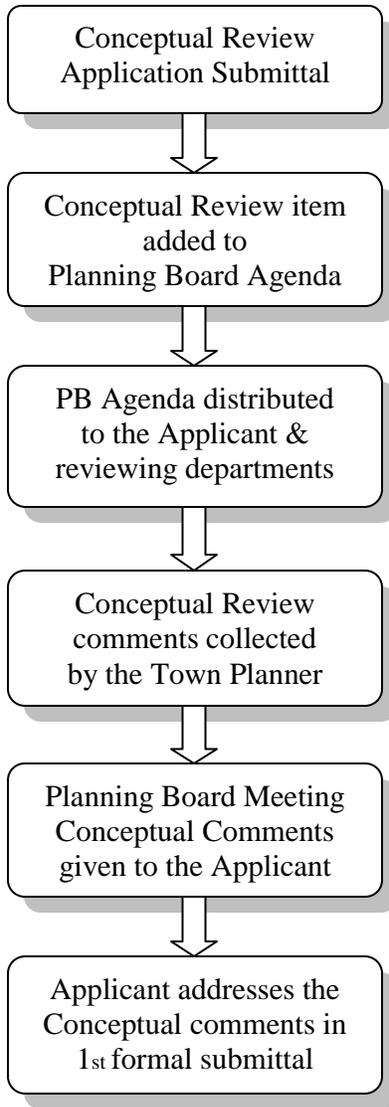
**2. *Conceptual Review Meeting Format*** –The Planning Board agenda is set so that Conceptual Reviews will occur at the end of the meeting after New Business and Old Business items have been covered. Each Applicant will be given approximately 30 minutes for project presentation and discussion. Each Applicant must attend the Planning Board meeting prepared to present their project to the Board. During the Planning Board meeting, each Planning Board member will have the opportunity to speak with the applicant and provide feedback. The issues discussed with the Board may include:

- a. The procedure for plan approval including the requirements as to general layout, reservations of lands, off-site improvements, drainage, utilities, availability of existing services, and similar activities.
- b. Board policies and standards, and conclusions derived from the Master Plan so that they may evaluate whether its concept is consistent with the Master Plan prior to submittal.
- c. The desirability of types of subdivisions.

**3. *Conceptual Review Comments*** – Conceptual Review comments from each department (if they have any) will be collected and compiled by the Town Planner and given to the Applicant at the Planning Board meeting. The Applicant will also receive comments from the Planning Board members verbally. The applicant should review these comments and address them as part of the first (1<sup>st</sup>) formal submittal.

**Note:** Because the submittal is conceptual in nature, The Board and Applicant may discuss proposals in conceptual form only, at a formal Board meeting and in general terms. Any discussion shall not bind either the Board or the Applicant, as provided in RSA §676:4 II.

## CONCEPTUAL REVIEW PROCESS



### CONCEPTUAL REVIEW SUBMITTAL CHECKLIST (complete and submit)

\*See next page for description of submittal content requirements

#### REQUIRED MATERIALS

	Applicant Checklist	Staff Verification
<b>Application</b> – 13 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Application Fee</b> – (\$50 per project).....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project Narrative</b> – 13 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Maps/Graphics/Plans</b> – 13 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Materials</b> – 13 copies (if requested).....	<input type="checkbox"/>	<input type="checkbox"/>

# CONCEPTUAL REVIEW SUBMITTAL CONTENT REQUIREMENTS

## 1. Conceptual Review Application

Complete and sign the attached application form containing all applicable project information. If the applicant is not the property owner, the applicant shall provide authorization from the property owner that the application is being filed with their permission.

## 2. Application Fee

**The application fee for Conceptual Reviews is \$50.** This fee does not cover any technical engineering review because of the conceptual nature of the application. Hence, comments from this review will be general in nature from staff. **Make Checks payable to: Town of Goffstown.**

## 3. Project Narrative

The narrative should include the following information:

1. Description of current site conditions, including (but not limited to):
  - Map/Lot #/ data
  - Owner/Applicant contact information
  - existing uses,
  - structures,
  - infrastructure on (or adjacent to) the property,
  - the current zoning,
  - the adjacent zoning,
  - circulation/access to the site,
  - topography of the site,
2. Description of the requested project:
  - Proposed use of the property
  - Square footage of proposed non-residential project, or number of units of residential project
  - Open space proposed
  - Water/Wastewater/Drainage
3. General outline of intended plans for development.

## 4. Maps/Graphics/Plans

Conceptual maps should include at a minimum:

- Vicinity map highlighting the subject property. The map should include a scale, north arrow, and dimensions. Goffstown GIS Maps are now online at <http://ags.cdm.com/fl/goffstownnh/main.html>
- If requesting a, Site Plan, or Subdivision, please provide a conceptual layout of the land use, site, or lots, respectively.

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5. **Additional Materials** – The Planning Board or staff may request additional submittal items.