



TOWN OF  
PETERBOROUGH  
PLANNING BOARD

DO NOT WRITE IN THIS SPACE

File Number: \_\_\_\_\_

Date App. Rec'd \_\_\_\_\_

Amount Rec'd \_\_\_\_\_

Clerk: \_\_\_\_\_

# Preliminary Review Application

**Office of Community Development**

**1 Grove Street**

**Peterborough, NH 03458**

**Office: (603) 924-8000 ext. 104**

**Fax: (603) 924-8001**

**Email: [ocd@townofpeterborough.us](mailto:ocd@townofpeterborough.us)**

**Web Page: [www.townofpeterborough.com](http://www.townofpeterborough.com)**

# Application Procedure

1. This form is used for persons who come before the Planning Board for a consultation with the Board prior to submitting a formal application. The circumstances under which preapplication review is applied are described below:

## (A) Preliminary Conceptual Consultation

Preliminary Conceptual Consultation is a level of Preapplication Review that is intended to be an informal meeting with the Board to review and discuss a proposal in conceptual form. Such a discussion is directed toward:

- (1) reviewing the basic concepts of the proposal;
- (2) reviewing the proposal with regard to the master plan and zoning ordinance;
- (3) explaining the state and local regulations that may apply to the proposal; and
- (4) determination of the proposal as a major, minor, or technical subdivision, and of the submission items that would be required.

The types of projects that might be considered appropriate for mandatory preliminary review include, but are limited to:

- subdivisions of 10 lots or more;
- any open space residential development;
- proposals that involve significant amounts of wetland, shoreland and/or floodplain;

The applicant may use a general map sufficient to explain the concept; such map, however, shall not include any specific design, engineering or surveying information.

## (B) Design Review Phase

Prior to submission of an application, an applicant may request to meet with the Board or its designee for non-binding discussions beyond the conceptual and general stage, involving more specific design and engineering details of the potential application.

2. The Planning Board holds public hearings on the second Monday of each month. The filing deadline for these meetings is generally the third Tuesday of the prior month; please see the posted schedule for each month's filing deadline.
3. Preliminary Conceptual Consultation shall be noticed in the newspaper of record with standard mail notification to all abutters, the applicant, and any holders of conservation, preservation or agricultural preservation restrictions. Design Review shall be noticed in the newspaper of record and notice shall be sent by certified mail to all abutters, the applicant, any holders of conservation, preservation or agricultural preservation restrictions, and any engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat.

Name of Applicant or Owner's Agent: \_\_\_\_\_

Address of Applicant or Owner's Agent: \_\_\_\_\_

Phone Number of Applicant or Owner's Agent: \_\_\_\_\_

Name of Owner(s) of Property: \_\_\_\_\_

Address of Owner(s): \_\_\_\_\_

Phone Number of Owner(s): \_\_\_\_\_

Address of Proposed Subdivision: \_\_\_\_\_

Peterborough Parcel Identification Number: \_\_\_\_\_

Name of Preparer, if other than Applicant: \_\_\_\_\_

Address of Preparer: \_\_\_\_\_

Phone Number of Preparer: \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_

Proposed Use (Be Specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FEE**

1. Base Fee-----\$ 75.00

2. Abutter Notification for Preliminary Consultation at \$.50 per notification. -----  
\$.50 x \_\_\_\_ Abutters = \$ \_\_\_\_\_

3. Abutter Notification for Design Review at \$3.50 per notification. -----  
\$3.50 x \_\_\_\_ Abutters = \$ \_\_\_\_\_

Total Application Fee = \$ \_\_\_\_\_

**Signature**

I, the applicant or owner’s duly authorized agent, do hereby submit this application to be placed on the agenda of the Town of Peterborough Planning Board. I agree to be fully responsible for payment of all fees, costs, and expenses incurred with respect to this application.

Applicant/Agent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If the application is not signed it will not be processed.**