

# Town of Salem, New Hampshire

Community Development Department

Planning Division

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## **PLANNING BOARD PROCEDURES FOR SUBDIVISIONS AND SITE PLANS**

The Planning Board meets on the second and fourth Tuesday of each month, at 7:00 PM, in the Knightly Meeting Room at the Salem Town Hall.

Applicants should review the Town's Zoning, Subdivision, and Site Plan Regulations prior to preparing plans for Planning Board review. These regulations contain information on permitted uses, dimensional restrictions, application procedures, and specific plan requirements. Copies are available for \$10 from the Planning Department at the Town Hall or at [www.townofsalemnh.org](http://www.townofsalemnh.org). Most applicants and property owners hire professional engineers, surveyors, or attorneys to prepare plans and represent them in front of the Board.

Subdivisions and site plans must be submitted to the Planning Board Agent at least 21 days prior to the meeting at which they are to be considered. Applicants are encouraged to discuss plans with the Agent in advance of the submission deadline - incomplete plans will not be accepted. Typically, applicants hire professional engineers or surveyors to prepare plans and represent them in front of the Board. Six copies of the plan must be submitted, along with the names and addresses of abutters (on mailing labels) and the appropriate filing/notice fees and application form. An 11" x 17" copy of the plan and a pdf version are also required.

The Board usually reviews projects at two meetings, although minor plans may be approved in one meeting. If a plan is continued, all revisions and new materials must be submitted to the Planning Board Agent at least 15 days prior to the next hearing. Also, all approvals from staff and outside consultants must be received within 7 days of the next hearing.

Applicants are expected to present their plans at the meeting and answer questions from the Board. Abutters are invited to attend the hearings and comment on their concerns.

A follow-up form which lists any conditions of approval is sent to each applicant following action by the Board.

For additional information, please contact:

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