

**TYPICAL FORMS AND NOTIFICATIONS**

**APPENDIX D**

**1. SUBMISSION OF APPLICATION (used only for submission - not public hearing)**

**Town of Shelburne**

**LEGAL/PUBLIC NOTICE**

Notice is hereby given in accordance with RSA 676:4 that an application for (Subdivision/Site Plan Review - Description of Application; Name of Applicant; Location of Property; Tax Map and Lot Number) will be submitted to the Shelburne Planning Board on (DATE) at (TIME) at the Shelburne Town Hall during a regular meeting of the Board. Upon a finding by the Board that the application meets the submission requirements of the Shelburne (Subdivision/Site Plan Review Regulations), the Board will vote to accept the application as complete and schedule a public hearing. Should the application not be accepted as complete, another submission meeting will be scheduled. Anyone needing assistance to attend this meeting should contact the Selectmen's Office one week prior to the scheduled date.

Per order of the Shelburne Planning Board

\_\_\_\_\_Administrative Assistant

**2. SUBMISSION OF APPLICATION/PUBLIC HEARING ON PROPOSAL (for Expedited Review)**

**Town of Shelburne**

**LEGAL/PUBLIC NOTICE**

Notice is hereby given in accordance with RSA 676:4 & 675:7 that an application for (Subdivision/Site Plan Review - Description of Application; Name of Applicant; Location of Property; Tax Map and Lot Number) will be submitted to the Shelburne Planning Board on (DATE) at (TIME) at the Shelburne Town Hall during a regular meeting of the Board. Upon a finding by the Board that the application meets the submission requirements of the Shelburne (Subdivision/Site Plan Review Regulations), the Board will vote to accept the application as complete, and a public hearing on the merits of the proposal will follow immediately. Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved. Anyone needing assistance to attend this meeting should contact the Selectmen's Office one week prior to the scheduled date.

Per order of the Shelburne Planning Board

\_\_\_\_\_Administrative Assistant

**TYPICAL FORMS AND NOTIFICATIONS**  
**APPENDIX D**

**3. PUBLIC HEARING ON PROPOSAL**

**Town of Shelburne**

**LEGAL/PUBLIC NOTICE**

Notice is hereby given in accordance with RSA 676:4 & 675:7 that the Shelburne Planning Board will hold a public hearing for (Subdivision/Site Plan Review - Description of Application; Name of Applicant; Location of Property; Tax Map and Lot Number) on (DATE) at (TIME) at the Shelburne Town Hall. Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved. Anyone needing assistance to attend this meeting should contact the Selectmen's Office one week prior to the scheduled date.

Per order of the Shelburne Planning Board

\_\_\_\_\_Administrative Assistant

**4. ABUTTER NOTICES FOR SUBDIVISION OR SITE PLAN REVIEW APPLICATION**

Dear \_\_\_\_\_,

According to NH Revised Statutes Annotated 676:4,1 (d) and the Town of Shelburne (Subdivision/Site Plan Review), it is required that all abutters to land intended for (subdivision/site plan review) be notified of the proposal.

You, as an abutter, are hereby notified that an application for (Subdivision/Site Plan Review - Description of Application; Name of Applicant; Location of Property; Tax Map and Lot Number) will be submitted to the Shelburne Planning Board on (DATE) at (TIME) at the Shelburne Town Hall during a regular meeting of the Board. Upon a finding by the Board that the application meets the submission requirements of the Shelburne (Subdivision/Site Plan Review Regulations), the Board will vote to accept the application as complete. A public hearing on the merits of the proposal will be scheduled (Alternate for expedited review, A public hearing on the merits of the proposal will follow immediately.)

Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Please be advised that, as an abutter, your right to testify is restricted to the public hearing. In the case of a public *meeting*, as opposed to a public *hearing*, you are allowed by right to be notified and be present, but you do not have the right to offer testimony except at the Planning Board's discretion.

Sincerely,

Planning Board Administrative Assit.

**TYPICAL FORMS AND NOTIFICATIONS**  
**APPENDIX D**

**5. APPLICANT NOTICE FOR SUBDIVISION OR SITE PLAN REVIEW**

Dear \_\_\_\_\_,

According to NH Revised Statutes Annotated 676:4, I (d) and the Town of Shelburne (Subdivision/Site Plan Review Regulations), it is required that all applicants for land development be sent notice of the public meeting and public hearing at which their proposal will be submitted to the Board and reviewed.

You, as the applicant, are hereby notified that your application for (Subdivision/Site Plan Review - Description of Application; Location of Property; Tax Map and Lot Number) will be submitted to the Shelburne Planning Board on (DATE) at (TIME) at the Shelburne Town Hall during a regular meeting of the Board. Upon a finding by the Board that the application meets the submission requirements of the Shelburne (Subdivision/Site Plan Review Regulations), the Board will vote to accept the application as complete. A public hearing on the merits of the proposal will be scheduled. (Alternate for expedited review, A public hearing on the merits of the proposal will follow immediately.)

Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved. Should your application be disapproved, you will receive written notice from the Planning Board within 144 hours stating the reasons for such disapproval.

Sincerely,

Planning Board Administrative Assistant.

**6. SURVEYOR NOTICE FOR SUBDIVISION OR SITE PLAN REVIEW**

According to NH Revised Statutes Annotated 676:4,1 (d) and the Town of Shelburne Subdivision/Site Plan Review Regulations, it is required that any persons who have prepared plans for approval be notified of the submission and hearing on the application.

You are hereby notified that an application prepared by you for a (Subdivision/Site Plan Review - Description of Application; Location of Property; Tax Map and Lot Number) will be submitted to the Shelburne Planning Board on (DATE, TIME, PLACE) during a regular meeting of the Board.

Upon a finding by the Board that the application meets the submission requirements of the Shelburne Subdivision/Site Plan Review Regulations, the Board will vote to accept the application as complete. A public hearing on the merits of the proposal will be scheduled (Alternate for expedited review, A public hearing on the merits of the proposal will follow immediately.).

Should a decision not be reached following the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Should this application be disapproved, the applicant will receive written notice from the Planning Board within 144 hours stating the reasons for disapproval, and advising the applicant of what corrective measures would be needed.

Sincerely,

Planning Board Administrative Assistant

**TYPICAL FORMS AND NOTIFICATIONS**  
**APPENDIX D**

**7. APPLICATION FOR WAIVER OF SUBDIVISION/SITE PLAN REVIEW REQUIREMENT**

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

To the Shelburne Planning Board:

On (DATE) I submitted a plan for (subdivision/site plan review) approval to the Board, entitled \_\_\_\_\_ and prepared by \_\_\_\_\_. Pursuant to Section (VI) of the Board's regulations, I am requesting a waiver from the following items for reasons stated below:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_

**8. NOTICE OF PLANNING BOARD DECISION**

*(Once the Planning Board has held the public hearing and voted on the application, the final decision must be put in written form and placed on file in the Town offices and made available to the public within 144 hours. The Board is not required to notify the applicant individually except in the case of a denial, in which case the same time limit applies.)*

**NOTICE OF PLANNING BOARD APPROVAL**

On \_\_\_\_\_, \_\_\_\_\_, after duly-noticed public hearing(s), the Planning Board voted to **APPROVE** the Plan for ( ) submitted to the Board by \_\_\_\_\_ for \_\_\_\_\_ property located at (Street Address, Tax Map & Lot Number and Zoning District). Any conditions to which the plan is subject are listed below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_ Planning Board Chairman

**TYPICAL FORMS AND NOTIFICATIONS**  
**APPENDIX D**

**NOTICE OF PLANNING BOARD DENIAL**

On (DATE) after duly-noticed public hearing(s), the Planning Board voted to DENY the Plan for (\_\_\_\_\_) submitted to the Board by \_\_\_\_\_ for \_\_\_\_\_ property located at (Street Address, Tax Map & Lot Number and Zoning District). The application was denied for the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_Planning Board Chairman

**9. NOTICE OF PUBLIC HEARING TO REVOKE PLANNING BOARD APPROVAL**

**Town of Shelburne**

**LEGAL/PUBLIC NOTICE**

Notice is hereby given in accordance with RSA 676:4-a the Shelburne Planning Board will hold a public hearing on (DATE) at (TIME) at the Shelburne Town Hall for the purpose of considering whether to revoke a plan previously-approved on \_\_\_\_\_, \_\_\_\_\_, and filed with the Coos County Register of Deeds. The Board is considering revocation for the reasons stated below. Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Per order of the Shelburne Planning Board  
\_\_\_\_\_Administrative Assit.

**TYPICAL FORMS AND NOTIFICATIONS**  
**APPENDIX D**

**10. DECLARATION OF REVOCATION**

*(Once the Board has voted to revoke a previously-approved plan, a declaration of revocation must be filed with the county register of deeds no sooner than 30 days after written notification to the applicant, or 30 days after the public hearing, whichever is later. The declaration must be recorded under the same name as that on the original approval, dated, endorsed in writing by the Planning Board, and contain reference to the recording information of the plan being revoked.)*

Notice is hereby given that the Shelburne Planning Board voted on (DATE) to revoke the approval of (Plan Name) granted to (Applicant Name) on DATE). The Plan was recorded in the Deeds as Plan \_\_\_\_\_ and filed on (DATE). The approval was revoked for the following reasons:

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Respectfully Submitted,

\_\_\_\_\_  
Planning Board Chair

**11. ADOPTION OR AMENDMENTS TO SUBDIVISION OR SITE PLAN REVIEW REGULATIONS**

**Town of Shelburne**

**NOTICE OF PUBLIC HEARING**

Pursuant to RSA 675:6 & 7, the Planning Board will hold a public hearing on (DATE) (TIME) at the Shelburne Town Hall on a (proposed amendment or the adoption of the Subdivision or Site Plan Review) Regulation. The effect of the (proposed amendment or adoption) will be to:

*(Here insert a topical description of the proposed changes)*

A full copy of the text of the proposed amendment is available for review in the Town Clerk's office during regular business hours.

Per order of the Shelburne Planning Board  
\_\_\_\_\_  
Administrative Assistant

**TYPICAL FORMS AND NOTIFICATIONS**  
**APPENDIX D**

**12. TYPICAL SIGNING BLOCK – TO BE INCLUDED ON ALL PLATS**

The subdivision regulations of the Town of Shelburne are a part of this plat and approval of this plat is contingent on completion of all the requirements of said subdivision regulations, excepting only any waivers or modifications made in writing by the Board and attached hereto.

Applicants Signature

Date

It is hereby certified that the lands subdivided on this map are owned by title of record and that consent to the approval of said map is given.

Owners Signature

Date

This map is hereby approved by the Shelburne Planning Board at an official meeting held on \*\*\*\*\* and must be filed on or before \*\*\*\*\* with the Coos County Register of Deeds.

Signing spaces for seven members of the Board.

**13. TYPICAL NOTE TO BE INCLUDED ON ANY PLAT WITH PRIVATE ROADS**

- A. The town of Shelburne does not assume responsibility for the maintenance of the private road(s) shown on this plat nor any liability whatsoever for any damages resulting from the use of the road.
- B. The owner of the private road shown on this plat is responsible for maintaining the road to a Town Road standard less paving.
- C. The Selectmen control a process for acceptance of the roads that meet Town Road Standards, which also requires deeding of the road to the Town.