

Ashland Site Plan Regulations

Hearing Procedures and Time Frames

Optional Preliminary Conceptual Consultation (Article 3-1 Site Plan Regulations)

STEP 1

Applicant contacts Town Office or files completed application at least 20 days prior to regularly scheduled meeting to be placed on PB agenda.
(Article 3-1 Site Plan Regulations)



STEP 2

Meeting held with Board; general non-binding feedback and comments on material presented is provided. Board may waive part or all requirements for a Site Plan Review; applicant proceeds to Preliminary Plan Review, or if a variance or special exception is required, applicant goes before ZBA.

Preliminary Plan Review (Article 3 Site Plan Regulations)

STEP 1

Applicant files completed application at least 20 days prior to regularly scheduled meeting. Date set for public hearing and all required notices prepared and mailed.



STEP 2

Hearing held :Board provides feedback, guidance and comments on proposed project. Hearing may be continued depending upon level of detail of plans or information submitted. Comment period and hearing closed.

Final Application
(Article 4 Site Plan Regulations)

STEP 1
Applicant supplies all forms and plans required 20 days prior to next scheduled meeting. Public hearing is properly announced, or continued from previous meeting.



STEP 2
At public hearing, the Board determines if the application is complete.



IF INCOMPLETE



IF COMPLETE

Applicant notified and advised of next step to meet final approval criteria



Applicant may revise and resubmit application or appeal to the ZBA

STEP 3
PB begins formal consideration of the application, open to Public Hearing.



STEP 4
Within 65 days of accepting the application as complete, the PB must render a decision (unless an extension is granted by the applicant).



NOT APPROVED



APPROVED

Applicant is notified in writing within 144 hours of reasons for disapproval. May revise and resubmit application or appeal to the ZBA or Superior Court.



STEP 5
30-day appeal period begins. No appeal, mylars and prints may be recorded with the Grafton County Registry of Deeds.

NEW BUSINESS

(Town of Ashland Site Plan Regulations)

Any time a commercial building or rental space within a commercial building changes ownership of any kind including leasing to tenants, a SITE PLAN REVIEW by the Ashland Planning Board is required.

STEP 1

Applicant contacts Town Office at least twenty (20) days prior to next meeting of Planning Board to get on agenda for a recommended **Preliminary Conceptual Consultation.**

STEP 2

Meeting held with Board; Board provides general nonbinding feedback and comments on material presented. Decides to require, or waive all or parts of Application for Site Plan Review. If it is determined a special exception or variance is required, the applicant must first obtain necessary approval from the Zoning Board of Adjustment.

STEP 3

Applicant files all required forms and plans with the Town Office at least twenty (20) days prior to the next regularly scheduled meeting of the Planning Board. (Proceed as outlined for Site Plan Review.)

STEP 4

Business operator (applicant) should meet with Building Inspector to schedule an inspection and apply for sign permit.
Fire Inspection may also be required.