

What is Site Plan Review?

Site Plan Review applies to non-residential activities, or residential development of three or more units. The Jaffrey Site Plan Review regulations provide the following guidance as to what is or is not subject to site plan review:

Activities that require site plan review:

New commercial construction;

Change of use (e.g. from residential to commercial);

External modification or impact including parking areas;

Projects involving a property which has not been subject to a site plan review for previous non-residential or multi-family use.

Activities that do not require site plan review:

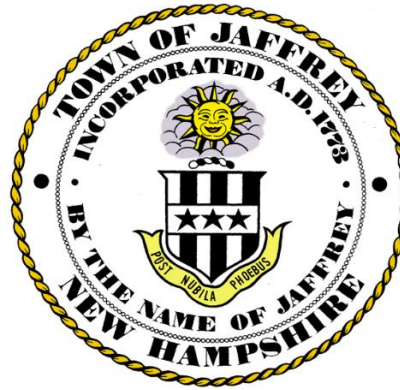
Projects that involve no change in use or level of activity;

Internal modification to non-residential use that do not affect scale of impact of existing use;

Re-use of premises for which site plan review has been conducted, provided the new use is not different in type or impact;

Home based business and home occupations;

Projects of 1,000 sq ft or less may be reviewed by the Site Plan Review Committee.



Town of Jaffrey
10 Goodnow Street
Jaffrey, NH 03452
(603)532-7880
www.townofjaffrey.com

Note: information included in this brochure is meant to aid potential applicants in understanding the Site Plan Review Procedures. Please refer to the Site Plan Regulations and Zoning Ordinance in the Town of Jaffrey Land Use Code found on the Town website.

Town of Jaffrey

Applicant's Guide to Site Plan Review



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Contact:
Planning & Economic
Development

(603)532-7880 x 110

SITE PLAN REVIEW

The Application Process

All land use activities subject to Site Plan review are permitted through the Jaffrey Planning Board. The Board holds its meetings on the second Tuesday of the month at 6:00 pm . Meeting notices are published on the Town Website, and in the Monadnock Ledger-Transcript.

Applications must be filed with the Planning & Economic Development Office the second Tuesday of the month prior to the desired hearing date. Applications forms are available at the Town Office and on the Town website.

The application form includes a checklist of what items need to be submitted to constitute a complete application. Waiver requests to any of the items must be included with the application. Waivers can only be granted by the Planning Board.

Some items may be deemed not applicable by the Site Plan review Committee and will be noted as such in the staff review.

Filing fees are posted in the Land Use Code and on the Town website. Staff are available by appointment to pre-review any application and answer questions prior to submittal.

Submittal of an Application

Applications are filed with the Planning & Economic Development Office but application acceptance and hearing can

only occur at a Planning Board Hearing. Staff will process the application including review for completeness, posting the public notices, notification of abutters and scheduling.

If any application is considered incomplete, staff will notify the applicant and work with them to determine whether the needed materials can be submitted in due time for the next Planning Board hearing or must be tabled until the application is complete.

A staff report prepared by the Director of Planning and Economic Development is sent to the Planning Board and the applicant prior to the scheduled hearing. This report includes, as necessary, reports from Town department heads e.g. DPW, Utilities, Fire and Police.

Board Action on Applications

Most applications are heard and acted on the same evening. Larger projects typically take more than one meeting to decide; this is a function of the level of detail presented in the application and whether a third party review may be required.

The Board will first vote to determine if the application is sufficiently complete to open the hearing. If affirmed, then the hearing is opened and the applicant may give testimony. The Board Chair will then entertain questions from the Board, then abutters, then interested parties.

There being no further questions the hearing may be closed and deliberations

from the Board may occur. Actions from the Board may be:

a denial of the proposal, with an accompanying statement as to the reasons for disapproval;

Approval of the proposal;

Approval with Conditions.

The Board may grant a Conditional Approval of an application, but the plat will not be signed or recorded until all of the conditions have been met.

If the applicant has not complied with the conditions of approval within one year, the approval is considered null and void, and the applicant must resubmit a new application.

A further public hearing is not required for a conditional approval if the conditions are:

administrative in nature;

involve no discretionary judgment on the part of the Board;

or involve the applicant's possession of permits and approvals from other boards or agencies.

Appeals from a Planning Board Decision

Decisions of the Planning Board are appealable to Superior Court pursuant to RSA 677:15.