

Regulation Submittal Requirements Update

Draft v2: 5 April 2021

Proposal:

Update Subdivision and Site Plan Regulation submission requirements to improve the accuracy and thoroughness of initial applications and of their processing.

Background:

Critical information regarding overlay zoning districts and associated requirements is not always supplied by an applicant and remains a memory item for the Planning Board to check. This can lead to inadvertently overlooking requirements. Proposed changes will require the applicant to provide this information upon application and act as an explicit reminder to the board to check such information. This update does not add requirements; it instead specifies what is already expected.

Proposed Changes:

Reorganize Subdivision Regulations, Article IV, Required Exhibits and Data as follows

Change to read (additions in yellow):

“Section 4. Site Features. Location of property lines and their approximate dimensions, **topography**, existing easements, **existing** buildings, water courses, ponds or standing water, rock ledges, and other essential features.”

Add a new section:

Section 15. Zoning Districts. All Zoning District(s), Overlay District(s) and associated dimensional standards affecting the subdivision, shown on subdivision plan and listed in the notes section of the plans.

Add a new section:

“Section 16. Local Permits and Approvals. All applicable Conditional Use Permits, Variances, and Special Exceptions to be listed in the notes section of the plan.”

Reorganize Site Plan Regulations, Article VI, Submission Requirements as Follows

Add a new section:

“W. All Zoning District(s), Overlay District(s) and associated dimensional standards affecting the site plan, shown on the plan and listed in the notes section of the plan.”

“X. All applicable Conditional Use Permits, Variances, and Special Exceptions to be listed in the notes section of the plan.”

Recommendation:

Approve proposed changes to the regulations. If approved, associated checklist and application forms changes will be offered for approval.

Respectfully Submitted: Mark Avery, Chair Madbury Planning Board