

Town of Litchfield
Subdivision and Site Plan Review Procedures

1. The Planning Board usually conducts subdivision and site plan review hearings on the first Tuesday of the month. Plan reviews may also be scheduled for the third Tuesday of a given month at the Chairman's discretion. A plan review application is available on the town website.
2. To be considered at a given month's hearing(s), a complete plan must be filed **21 days** prior to the first Tuesday of the month with the planning board's designated representative, NRPC (Nashua Regional Planning Commission), prior to the submission of an application. The completed application, plans, fees, and abutter labels and list must also be submitted to the Planning Board **21 days** before the first or third Tuesday of the month. To expedite an application plans and pertinent engineering studies should be sent to the Town Consulting Engineer, L.C. Engineering Co., LLC
3. The Planning Board Staff will notify the applicant of the scheduled hearing date and will send the applicant or his/her designated representative a copy of the agenda of the meeting for which the plan is scheduled.
4. After a plan is placed on an agenda, the plan may be routed internally to the Police Chief, Fire Chief, Road Agent, Code Enforcement Officer, Building Inspector, Town Counsel, adjacent towns and/or other agencies or officials , as appropriate.
5. At the first public hearing, the applicant will briefly summarize the purpose and major features of the plan. After the plan is accepted for review, the Planner and Consulting Engineer may also report on any minor technical deficiencies in the plan. Any comments requested from other officials will be considered if available. Abutters comments will be solicited. The Planning Board will identify additional information, if any, deemed necessary to review the plan.

6. Action on the plan may be deferred to the following month to await any additional comments or information or to allow the applicant to revise the plan. If a plan is deferred a meeting date and location will be specified.
7. Revised plans to be considered at a subsequent meeting must be submitted to the planning office 15 days before the meeting to allow time for review. Applicants are encouraged to contact the Planner and/or Consulting Engineer before submitting revised plans to discuss any proposed changes. Copies of the revised plan may be submitted directly to the Planner and/or Engineer to ensure speedy review and feedback. For all revision after the first submission, a summary of revisions should appear in the plan's revision block and a printing date should appear on the plan.
8. After final approval corrected plans must be submitted for signature to the planning office. Three full size paper copies and mylar for recording (including site plans) will be submitted. When conditions have been met the applicant may record the plan at HCRD.
9. Upon approval or denial a notice of decision will be issued in 5 business days by the planning staff. If approval is denied, the grounds for denial will be stated.

Planning Board Admin. Assistant

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