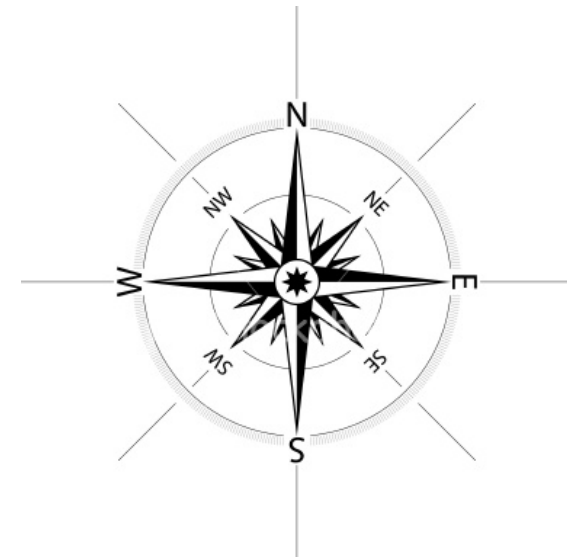




Town of Orford Planning Board



Questions?

Modifications be made to the plan, approvals be obtained from the State, or whatever is relevant to the case.

Sometimes, a case may be complicated, and it must to be continued on to another night. Please remember, the Board has not previously discussed an application before the hearing other than informal meetings with you.

Please do not contact the Planning Board Members or Alternates to discuss your case. They cannot legally discuss your application outside of a hearing, and an individual member cannot speak for the Board.

Who is on the Planning Board?

The Planning Board is a group of residents from Orford. You may know some of them. They volunteer their time to listen to cases like yours, and assist you in achieving your goals within the framework of Town regulations. Six members are elected at Town Meeting, and one is from the Select Board. Alternates are designated by the Planning Board.

Feeling stressed about the hearing process? Call the Planning Assistant at 448-1680 to discuss any questions you might have. Remember, please do not contact Planning Board members.



Planning Board Members

Bruce Balch
Sam Hanford, Vice-Chair
Allen Martin
Jim McGoff
Harry Osmer
Andrew Schwaegler, Chair
Paul Dalton, Select Board Rep
Ann Green, Alternate
vacancy, Alternate
vacancy, Alternate

Planning Assistant

Victoria Davis, Planner
Upper Valley Lake Sunapee RPC
10 Water Street, Suite 225
Lebanon, NH 03766
448-1680 Tu, W, Th
vdavis@uvlsrpc.org

Town Office Hours for Drop-Off

Town of Orford, 2529 Route 25A, Orford,
NH 03777 Phone: 353-4889

Adm. Assistant Hours: M & Tu 8:30am-
2:30pm & 3:30-5:00pm; W 1:00-5:00pm and
F 8:30am-2:30 pm

Town Clerk Hours: Tu 2:00-7:00 pm; W 6:00-
8:00 pm; Th 8:00-11:00 am

August 2010



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Your Guide to the Planning Board and Hearing Process

What does the Planning Board Do?

Planning Boards have a wide range of responsibilities:



1. *Propose amendments of Town documents and hold hearings for public input:*

- Orford's Master Plan
- Subdivision Regulations
- Curb Cut Regulations (for new driveways on Town roads)
- Excavation Regulations (gravel)
- Capital Improvements Program

2. *Review subdivision, curb cut, and excavation applications.*

How can You participate?

All regulations require public hearings when they are adopted initially and whenever they are amended. A public notice with a brief description must be published in the newspaper and posted in at least two public places.

Be part of the process and attend these public hearings to have your voice heard. The Planning Board is made up your neighbors volunteering to represent you and the entire town. They want to know what you think about any changes to regulations.

What is a Subdivision?

A subdivision is the division of real property into two or more parts. This could be a lot or it could be a building subdivided into condominiums. A lot line adjustment is also considered a type of subdivision. This is when someone enlarges his or her lot by annexing a piece of land from a neighbor's lot. A hearing is required for a subdivision.



Preparing an Application

Your first step should be a to gather the appropriate application and Subdivision Regulations at the Town Office or from the town's website at <http://orfordnh.us>. After you review the application, you may wish to discuss details and procedures with the Planning Assistant at the Regional Planning Commission. You are also encouraged to meet informally with the Planning Board to discuss your plans and get their comments.



The Planning Assistant will schedule this meeting for you—just call 448-1680. When you meet with the Planning Board informally, you cannot present *new* plans or sur-

veys—this would require a public hearing. You can show a sketch or an existing map if you think this would be helpful.

You may need a professional such as a licensed surveyor to assist you. If you choose, you can have your professional attend meetings with you or instead of you.

When you have a complete application and have paid your fees, a public hearing will be scheduled with the Planning Board.

Your complete application must be submitted at least 15 days in advance of a hearing to the Town Office and the Planning Assistant.

How does the Hearing Work?

The Town Office staff will provide your Application to the Planning Board. Certified notices of the hearing to your property's abutters and interest holders, post notices in Town, and place a public notice in the Valley News. The Planning Board typically meets on the third Monday evening of the month.



The first step for the Planning Board, before the hearing, is to carefully review your application to make sure you have met the requirements of the appropriate application. If it does not, the Planning Board will

discuss how you can meet the requirements. At this point, if there are several items missing and they are not waived by the Planning Board, the Board may deny your application, and a list of the missing elements will be provided to you within six days. If the application does meet the application requirements, they deem the application complete and move on to discuss the merits of the proposal itself during a hearing.

Now comes the interesting part. The applicant presents the application, and the public is allowed to comment.

Once the interested parties have had a chance to speak, the Planning Board members will go into deliberations to discuss the case. The applicant and public are typically not allowed to participate at this point as they've already had their turn. However, anyone is welcome to remain and hear the discussion.

Once the Board feels comfortable with their determination, they will make a formal decision to approve or deny the application. Any approval may be conditioned to require that