

CANDIA PLANNING BOARD

PROCEDURAL INSTRUCTIONS ADDENDUM

FOR ALL MAJOR APPLICATIONS: *Preliminary Major Subdivision and Major Site Plan*

Application Acceptance:

1. The Applicant shall submit a check in the amount of \$1,500 with their application that shall be held in escrow to pay for the Planning Boards Completeness Review Committee and the Town's Engineer to perform a completeness review of all Major Site Plan and Subdivision applications.
2. The Planning Board shall make a determination regarding the submission completeness within 7-days of a submission and escrow deposit and will issue written notification to the applicant within 7-days.
3. If it is determined that the application is incomplete by the Planning Board, the application shall be rejected by the Planning Board and the Applicant shall be required to submit all necessary information prior to the application being reconsidered for acceptance by the Planning Board.
4. All additional fees associated with re-notifying abutters for the submittal of additional information or resubmittal of an incomplete application shall be borne by the Applicant and shall be paid to the Town prior to reconsideration of the application.

Review Period:

5. Once an application has been determined to be complete by the Planning Board, the Town's Engineer will provide a cost estimate for the technical review of the submission. If the estimated amount is greater than the remaining completeness escrow account balance the applicant shall provide the additional funds to the Town, to be placed in escrow to pay for the technical review of the plans.
6. An application shall be heard within 30-days of the notification of a complete application by the Planning Board.
7. All technical reviews and associated review letters shall be provided to the Applicant by the Town within 14-days of the Town's receipt of the Town Engineers technical review fee costs.

8. All subsequent technical reviews and associated review letters shall be provided to the Applicant by the Town within 7-days of receipt of revised or modified plans, reports, waivers or other submitted documents.
9. All review letters shall be provided to the Planning Board 3-business days prior to the scheduled Planning Board meeting or the application will be continued without decision.

Compliance Monitoring

10. Upon the Planning Board approving the Major Site or Major Subdivision plans the Town's Engineer shall develop a construction cost estimate for the purpose of establishing a project surety. The Applicant or Developer shall provide an acceptable form of surety in the amount determined prior to the Planning Board signing the final plat plans.
11. Upon the Planning Board approving the Major Site or Major Subdivision plans the Town's Engineer shall develop a construction monitoring estimate for the project. The Applicant or Developer shall provide a check for payment of the estimated amount that shall be placed in escrow for inspections and monitoring of the project during construction prior to the Planning Board signing the final plans.
12. 14-days prior to start of construction activities the Developer shall provide a construction schedule and shall request and attend a pre-construction meeting facilitated by the Town with the Town Departments and the Town's Engineer.
13. Any unused escrow funds provided by the applicant for the completeness review, technical review or construction inspections shall be returned to the Applicant or developer, as appropriate.