

The Planning and Development Review Process in Milton, NH

The Town of Milton's Land Use Office prepared the following as a guide to assist applicants, agents and landowners in their effort to seek a land use approval from the Town of Milton Planning Board. These activities normally involve approval for a proposed subdivision, site plan or an expansion or change in use.

Step 1: Review the proposed project for its consistency with the Town of Milton's local land use regulations (i.e. zoning ordinance, Subdivision Regulations, Site Plan Review Regulations). Identify any potential issues of concern early on in the process.

Step 2 Before an applicant spends too much time and effort with the proposal, he / she should meet with the staff of the Town's Land use Office to review the proposal in general terms in order to receive preliminary staff comments and observations. These comments will strengthen the application.

Step 3: If there is a question regarding zoning, make a formal application in writing for a ZONING permit. The Town staff will determine if the application meets the Town's zoning requirements. Zoning issues include land uses allowed by right, by special exception and those not allowed, front, side and rear setbacks, building separation, lot coverage and minimum land area.

Step 4: If necessary, identify, with the help of Town staff, issues with the proposal that require a special exception or variance from the Zoning Board of Adjustment or a waiver of a subdivision or site plan requirement. If a special exception or variance is required, schedule a public hearing with the Zoning Board of Adjustment.

Step 5: Engage the services of a qualified land surveyor or engineer who can assist the applicant in meeting the subdivision and site plan review regulations. Most, but not all proposals, require the assistance of a design professional such as a land surveyor or engineer.

Step 6: If appropriate, meet with the Town staff to submit the application. The staff will review the application checklist in order to determine if the application is COMPLETE. In larger more complicated projects, the Town may require that the applicant provide sufficient funds to conduct an engineering review of application.

Step 7: Submit a formal application for approval to the Town Land Use Office 17 days prior to the next scheduled Planning Board meeting. The staff will schedule a public hearing for the application. The Town Planner will prepare a Plan Review of the application for the Planning Board. The applicant receives a copy of the Plan Review prior to the public hearing.

Step 8: The applicant should begin addressing issues and concerns identified in the Plan Review prior to the public hearing.

Step 9 The applicant or agent or agent will present the plan before the Planning Board.

Normally, the Planning Board will vote to accept the plan as COMPLETE and then begin discussion of the plan. Receive comments on the proposal from the Planning Board. At the initial or subsequent meeting, the Planning Board will act to either approve the application or continue the hearing on the application to certain date and time.

Step 10: Incorporate comments from the Planning Board into an updated version of the plan.

Step 11: Continue to seek comments and assistance from the Land Use Office and Planning Board until the proposal receives approval.

Step 12: In many cases, the Planning Board approves an application with conditions. The applicant has the responsibility to ensure that the conditions are met within a reasonable time period, which could be between six and twelve months. The applicant can request an extension. The application is NOT considered to be approved and cannot be recorded at the Strafford County Register of Deeds until ALL conditions of approval have been met.

Step 13: Larger projects may require site inspections as physical improvements are being completed. Work with the Land Use office to coordinate site inspections.

Step 14: Continue to coordinate with the Land Use Office on a case by case basis. The Milton Land Use Office and Milton Planning Board are available to assist all applicants in the planning and development review process. For additional information and assistance, please contact one of the following:

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