

Site Plan Review, Lot Line Adjustment, and Subdivision Application Process

1

Acquire Application Materials

Applications can be obtained at the Mason Selectmen's Office or on the [Town of Mason's Planning Board webpage](#). Your agent or surveyor will need to acquire a formal list of abutters from the Selectman's Office.

2

Informational Meeting and/or Preliminary Consultation

It is highly recommended that an applicant at least have a preliminary consultation with the Nashua Regional Planning Commission (NRPC) to review materials and fees. NRPC serves as the Town of Mason's Planning Consultant. If desired, applicants can also have an informational meeting with the Planning Board prior to submitting an application (call the Selectmen's Office or the NRPC Office to get on the agenda).

3

Submit Application with all Relevant Materials

- Review meeting schedule and application deadlines on the [Mason Planning Board meeting calendar](#).
- Submit the completed application, 7 copies of the plan, fees, waiver requests, abutter list and any supplemental documents to the Selectman's Office.
- Submit 1 copy of the plan, application, and mailing labels to the NRPC Office.
- The NRPC consultant will notify the Building Inspector, Fire Department, Road Agent, Police Department, and Conservation Commission that plan copies are available at the Town Offices. A file will also be kept at the Selectman's Office for the public to view.

4

Planning Board Review for Completeness

The submitted application will be reviewed at a Planning Board meeting following the submission deadline, during a public hearing. The Board will review for completeness. An application will be accepted as complete when all required materials have been submitted (refer to submission requirements and checklists in the pertinent regulations).

5

Approval, Conditional Approval, or Denial

After an application is deemed complete by the Planning Board, it will be reviewed based on merit and compliance with the Site Plan Review Regulations (applicable to site plan applications) or Subdivision Regulations (applicable to subdivision and lot line adjustment applications). Board decisions, among others, may include approval, conditional approval, or denial. The Planning Board will give further instructions at this point in time.