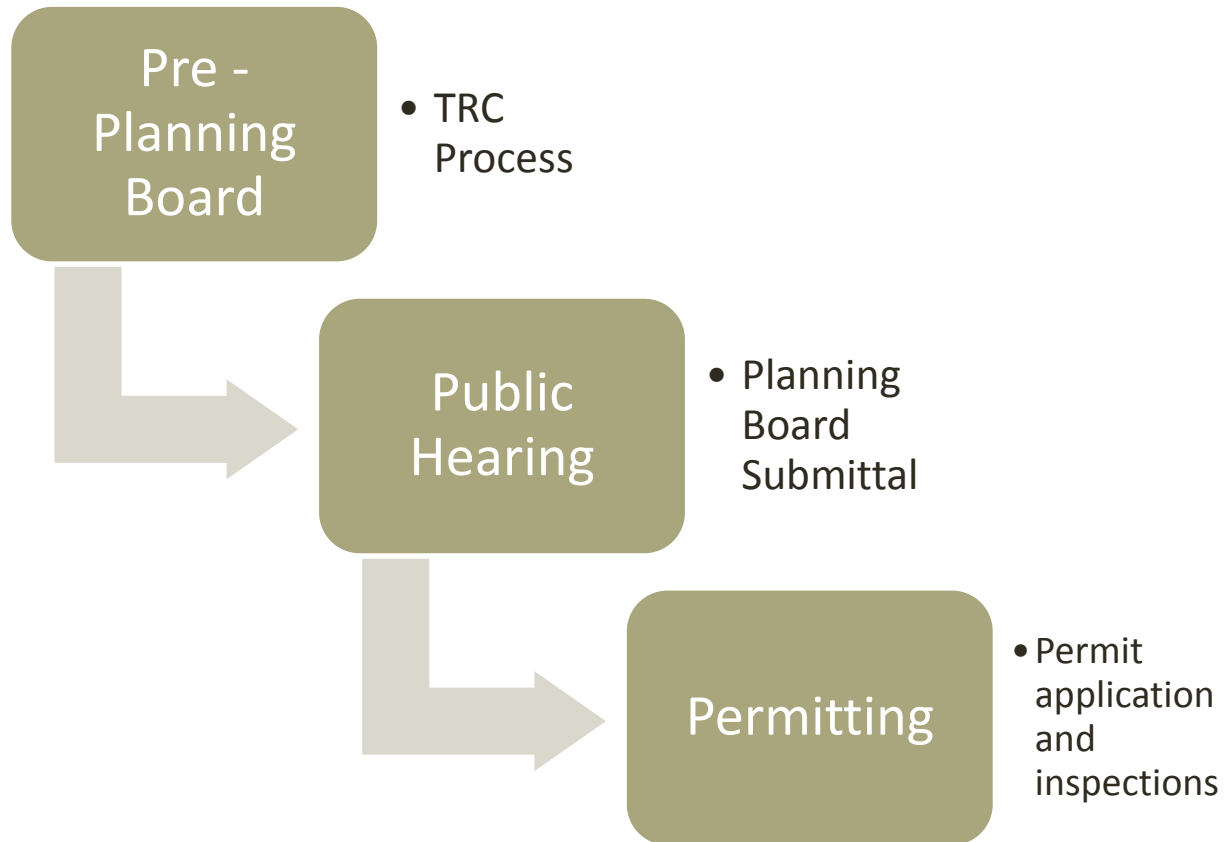
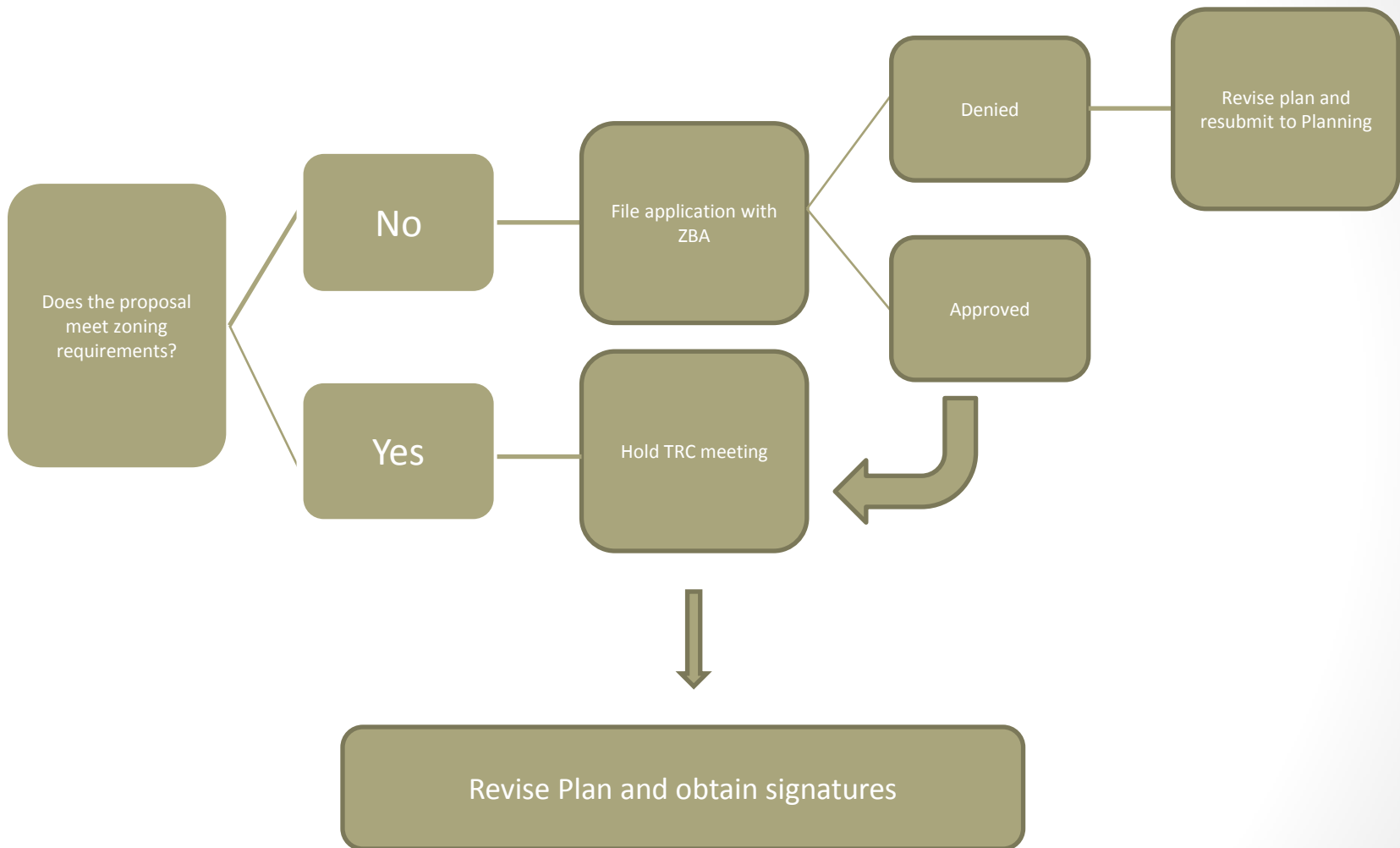


Site Plans and Subdivisions

Moving through the Town of Derry application and
permitting process



File TRC Application



- The Technical Review Committee process is designed to assist you with your project and to make the process as painless as possible.
- Prior to filing a TRC application, you are encouraged to meet with the Planning staff to review a concept of your proposal. When you feel you are ready to apply to the Planning Board for approval, that is when you submit your TRC application.
- TRC applications are available on-line at the Town of Derry website. Applications are received on/before Thursday and the TRC meeting is scheduled for the following Friday.
- Please check the website for the most up to date fee schedule.

The TRC Process

Technical Review Committee

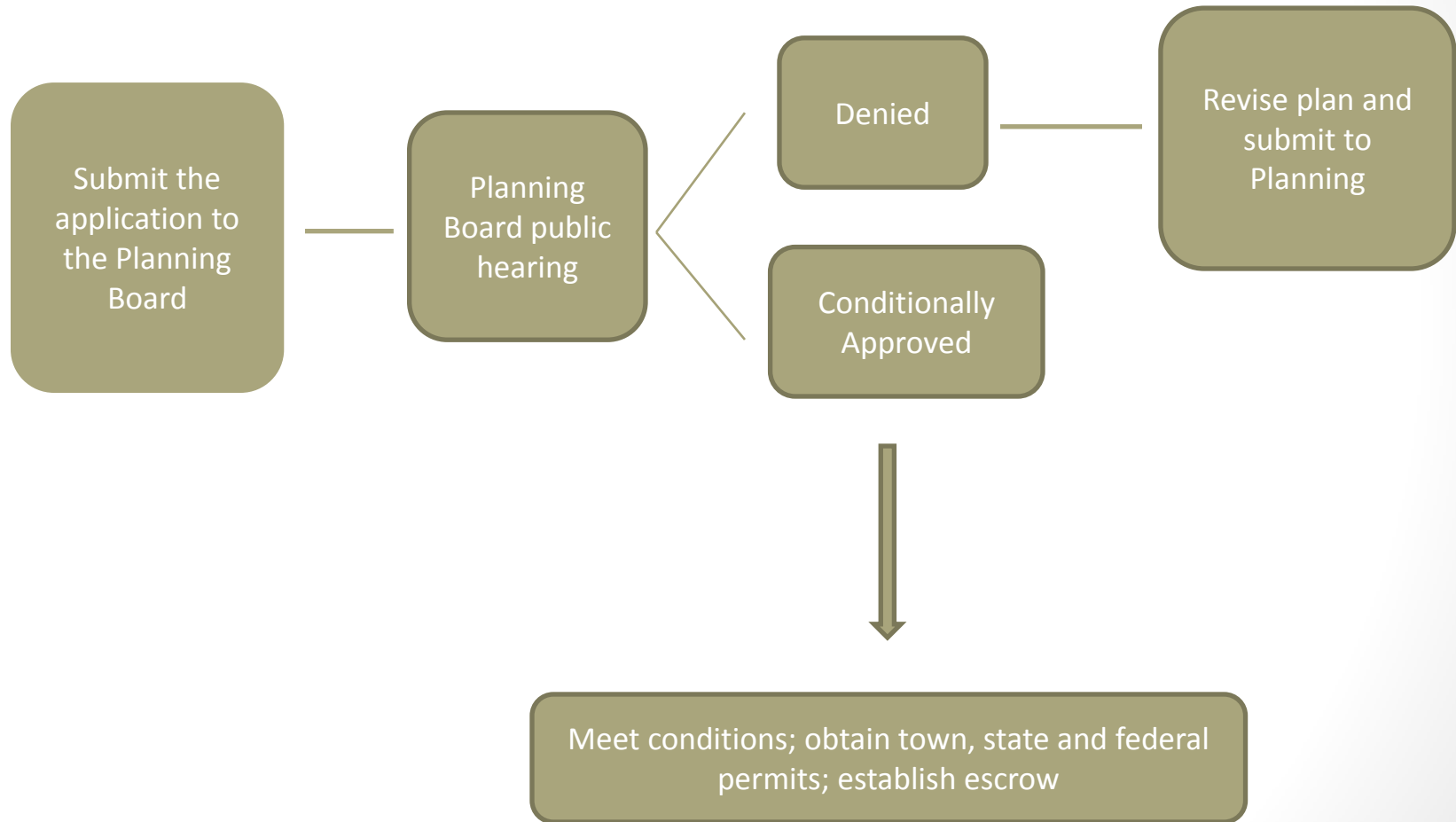
- In the week between TRC submittal and the meeting, representatives from Planning, Police, Fire, Code, Health, and Public Works will review your plan.
- During the TRC meeting, town staff reviews your plan with you, asks questions, and lets you know where you might encounter bumps in the road to approval. The purpose of the meeting is to help make sure your plan is as compliant as possible with the Town of Derry regulations. Concerns are noted and provided to you in writing so that you are able to best address them prior to formal submittal to the Planning Board.
- If portions of a plan do not meet current zoning, life safety, or land use regulations, you will be advised at that time so you can apply for the necessary approvals from the ZBA, or revise your plan accordingly.
- During the meeting you will be advised if you are required to meet with other Boards or Commissions to review your plan. Depending on the type of project, you should plan to meet with the Highway Safety Committee and the Conservation Commission.

The TRC Meeting

- When you feel the plan is complete and has been revised to meet all of the department comments, you are ready to obtain the TRC signatures.
- A copy of your plan should be submitted to the Planning Department so the TRC members can review the plan and ensure all comments are addressed. Each department (and the Conservation Commission) will sign the plan. Once all TRC signatures are obtained, the original plan will be returned to you so that you can prepare the submittal packet for the Planning Board.

Obtaining Signatures

Planning Board Hearing



- The Derry Planning Board meets two times per month.
- The Planning Board public hearing schedule is posted on-line at the Town of Derry Planning Department webpage. Please check the listing before submittal as the deadlines occasionally change to accommodate holiday, regional meeting, and summer schedules. Current fees can also be found on this page.
- Submissions to the Planning Board are due in the Planning Office by 2PM on the day of the deadline. Upon submission, Planning staff will advise of the date of the public hearing.
- Plans are sent to our outside consultant for independent review. There is a separate fee for this review due at the time of submittal. A W9 is also required.

Planning Board Submissions

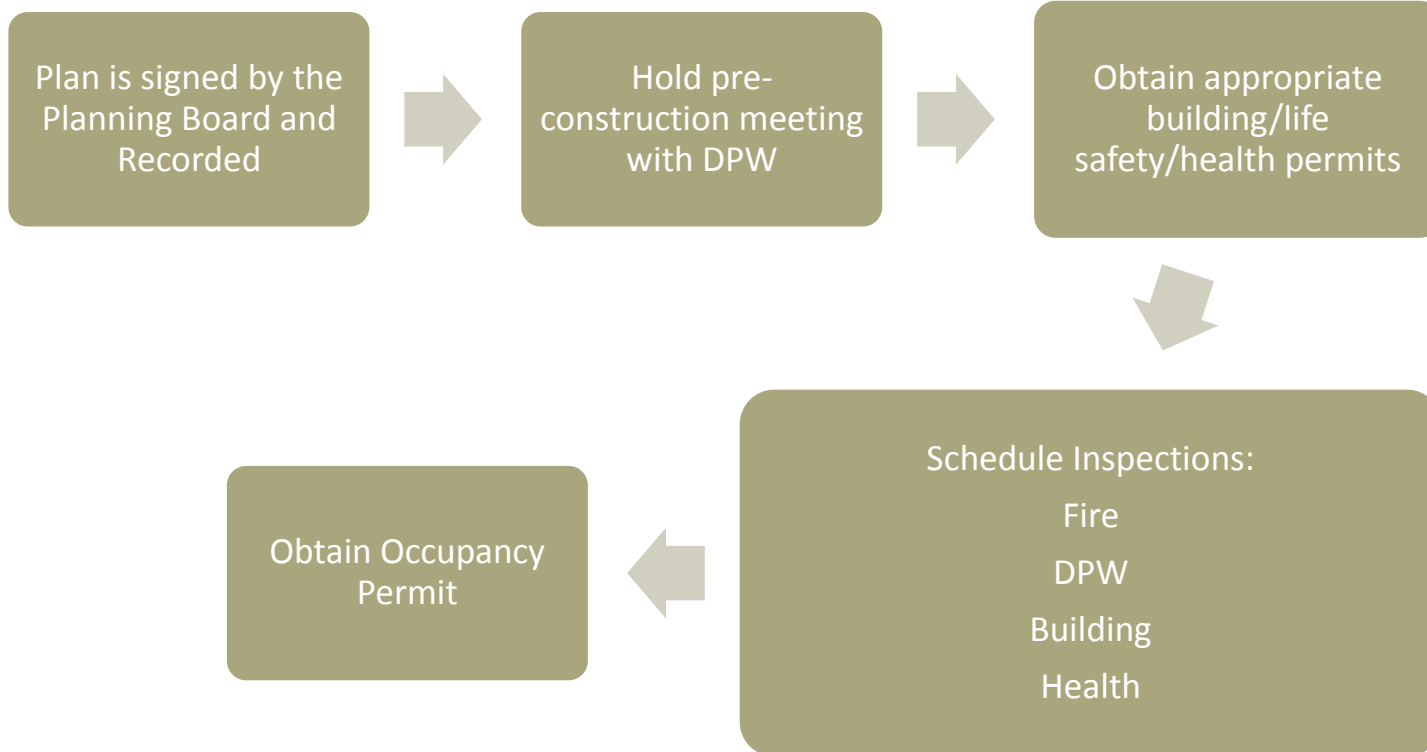
- During the public hearing, the Planning Board reviews the scope of the project; determines completeness of the application; considers the recommendations and comments from the outside consultant, abutters and interested parties; and considers waiver requests.
- The Board will determine if it needs to hold a site walk, or obtain other information before it can make a decision with regard to the application.
- The hearing may be continued to another meeting if more information is required.
- Once the Board has all the information it needs to make a decision, it may grant conditional approval.
- Any conditions of approval will be provided in writing to the applicant.

Planning Board Public Hearing

- Once the Planning Board grants conditional approval, the applicant must meet all conditions in order to file for a building permit.
- This includes receipt of all state, federal or additional local permits that may be required for the project.
- The Planning Office will review the conditions of approval and confirm all have been met.
- Occasionally, a Condition Compliance Hearing is held.
- When all conditions are met, the Board will sign the plan and it will be recorded. At this time, site plans are not recorded.

Meeting The Conditions

Permitting



- Following execution of the plan, you will set up a pre-construction meeting with Public Works.
- At this meeting, the scope of the site construction project will be discussed.
- Topics include the respective responsibilities of the municipality and developer; construction schedule and sequence; coordination with state agencies and utility companies; the chain of communication, and emergency contact information.

Preconstruction Meeting

- Once site construction has begun, it will be time to pull your building, health and life safety permits.
- The Building, Fire and Health Departments will require detailed plans in order to issue the permits.

Town Permits

- It is your responsibility to schedule inspections with each department.
- As the site is being constructed, inspections should be coordinated with the Public Works Department.
- During construction of your building you must contact Building, Fire, and Health separately to schedule inspections with those departments.

Inspections

- When all inspections are complete and finalized, and the Building, Fire and Health Departments have signed off on your project, the Building Department will issue your Certificate of Occupancy.

Certificate of Occupancy

Department Contact Information

- Planning Department 603-432-6110
- Building Department 603-432-6148
- Public Works 603-432-6144
- Fire Prevention 603-432-6751
- Health Officer 603-845-5520
- Police Department 603-432-6111