

## TYPES OF PLANNING APPLICATIONS

1. Administrative Approval
  - No Fee
  - No public hearing
  - Use this application for a minor change to an approved plan
2. Amendment to an Approved Plan
  - Fee
  - Public hearing
  - Use this for any waiver or change to an approved plan
3. Architectural Design Review
  - Fee
  - No public hearing; consent agenda only
  - Use this for any project needing design review that does **not** also have an associated site plan or subdivision application
4. Conditional Use Permit
  - Fee
  - Public hearing
  - Use this for any conditional use permit **other than** disturbance to buffers or floodway or wireless telecommunication
5. Conditional Use Permit for Disturbance to Buffers or the Floodway
  - Fee
  - Public hearing
  - Use this for any disturbance to wetland, bluff, or shoreland buffers or the floodway
6. Extension of Approved Plan
  - Fee
  - No public hearing; consent agenda only
  - Use this to extend the conditional approval of any site plan, subdivision, conditional use permit, or architectural design application
7. Lot Line Adjustment
  - Fee
  - Public hearing
  - Use this when changing the property lines between any lot **and no new lots** are being created

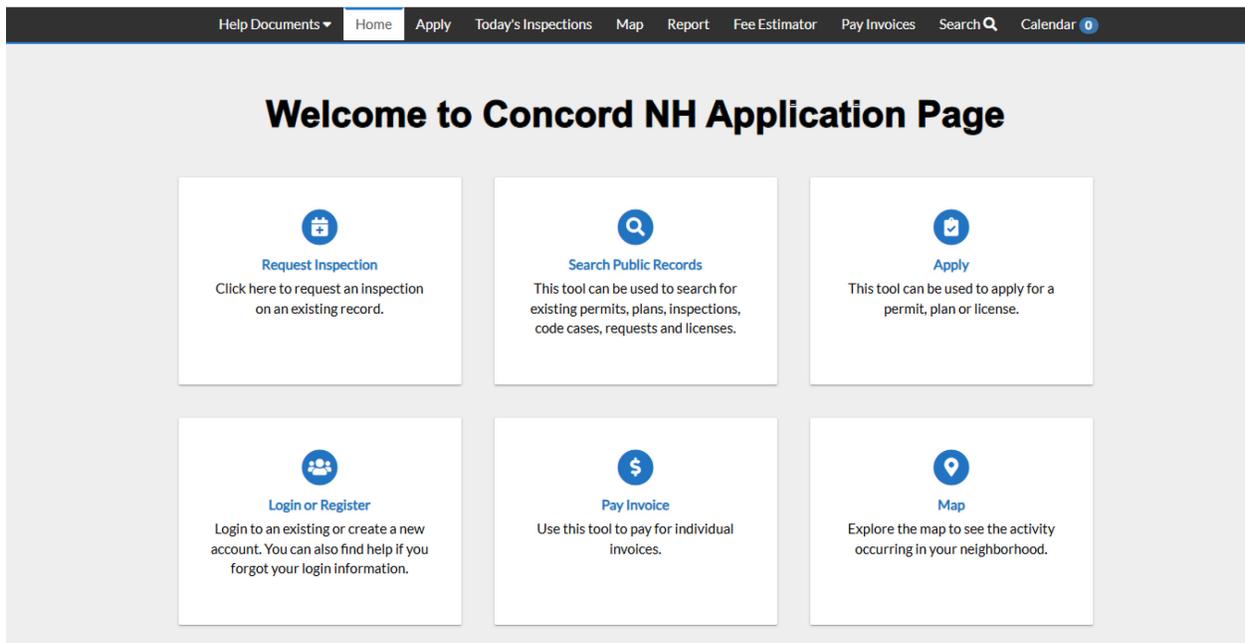
8. Major Condominium Subdivision
  - Fee
  - Public hearing
  - Use this when creating 4 or more land or building condominium units
9. Major Site Plan
  - Fee
  - Public hearing
  - See Section 28-9-4(d) of the zoning Ordinance for when this is required
10. Major Subdivision
  - Fee
  - Public hearing
  - Creation of 4 or more lots
11. Minor Condominium Subdivision
  - Fee
  - Public hearing
  - Creation of 1 to 3 land or building condominium units
12. Minor Site Plan
  - Fee
  - Public hearing
  - See Section 28-9-4(d) of the Zoning Ordinance for when this is required
13. Preliminary Design Phase
  - Fee
  - Meeting not a hearing
  - Not an official application; non-binding Planning Board review
14. Restoration of Involuntarily Merged Lots
  - Fee
  - Use this to restore involuntarily merged lots
    - All taxes paid prior to submission
    - Written consent of mortgage holders required
15. Voluntary Lot Merger
  - Fee
  - Administrative only
  - Use this to consolidate lots that are owned by the same owner
    - All taxes paid prior to submission
    - Written consent of mortgage holders required

# APPLYING FOR A PLANNING APPLICATION

1. Go to the Citizen Self Service permit portal by clicking on the link below.

[https://egselfservice.concordnh.gov/EnerGov\\_Prod/SelfService#/home](https://egselfservice.concordnh.gov/EnerGov_Prod/SelfService#/home)

2. On the screen that appears, click on the “**Apply**” box in the top row.



The screenshot displays the Concord NH Application Page. At the top is a dark navigation bar with the following items: Help Documents (dropdown), Home (active), Apply, Today's Inspections, Map, Report, Fee Estimator, Pay Invoices, Search (magnifying glass icon), and Calendar (calendar icon). Below the navigation bar is a large heading: "Welcome to Concord NH Application Page". Underneath the heading are six white tiles arranged in a 2x3 grid, each with a blue icon and text:

- Request Inspection**: Click here to request an inspection on an existing record. (Icon: calendar)
- Search Public Records**: This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses. (Icon: magnifying glass)
- Apply**: This tool can be used to apply for a permit, plan or license. (Icon: document with checkmark)
- Login or Register**: Login to an existing or create a new account. You can also find help if you forgot your login information. (Icon: people)
- Pay Invoice**: Use this tool to pay for individual invoices. (Icon: dollar sign)
- Map**: Explore the map to see the activity occurring in your neighborhood. (Icon: location pin)

3. On the screen that appears, click on the “PLANS” box.

Help Documents ▾ Home Apply Today's Inspections Map Report Fee Estimator Pay Invoices Search 🔍 Calendar 📅

### Application Assistant

Search for application names and keywords 🔍

[🏠 All](#) [📈 Trending](#) [📄 PERMITS](#) **[📄 PLANS](#)**

> Show Categories

**Administrative Approval** [Apply](#)

Category Name: Planning  
Description: This application is for a minor change to the approved and signed final plan set. Confirm with the City Planner that the change meets the requirements for Administrative Approval prior to submission of this application.

**Amendment to an Approved Plan** [Apply](#)

Category Name: Planning  
Description: This application is for an amendment to a site plan or subdivision that has already received conditional or final approval.

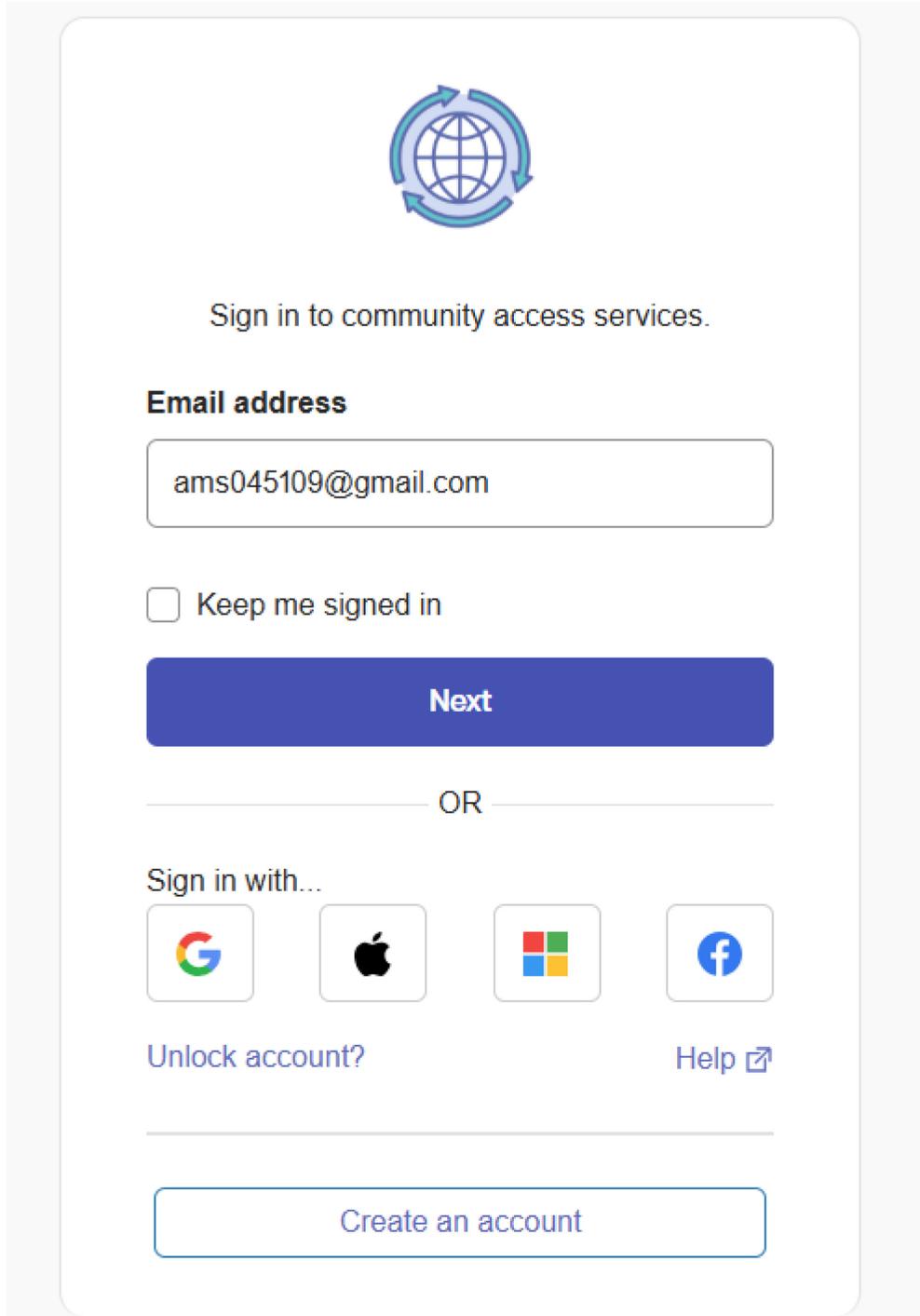
**Architectural Design Review Application** [Apply](#)

Category Name: Planning  
Description: This application is for stand-alone Architectural Design Review for a project. Please note, this application is not required if the project also requires an application for Site Plan or

4. On the screen that appears, all the Planning applications appear in alphabetical order. Scroll down to find the application for which you are applying.
5. For instance, if you are applying for a lot line adjustment, scroll down to “Lot Line Adjustment” and click on “**Apply**” to apply for a lot line adjustment.

	<b>Extension of Approved Plan</b> Category Name: Planning	Description: This application is to request that the Planning Board extend the deadline for meeting conditions of Site Plan or Subdivision approval. This request must be submitted before the expiration of the conditional approval (one year from the date of the approval).	<a href="#">Apply</a>
<small>This application is to request that the Planning Board extend the deadline for meeting conditions of Site Plan or Subdivision approval. This request must be submitted before the expiration of the conditional approval (one year from the date of the approval).</small>			
	<b>Lot Line Adjustment</b> Category Name: Planning	Description: This application is for a Lot Line Adjustment, which is classified as a minor subdivision for application purposes.	<a href="#">Apply</a>
	<b>Major Condominium Subdivision</b> Category Name: Planning	Description: This application is for a Major Condominium Subdivision (creation of 4 or more land or building condominium units)	<a href="#">Apply</a>
	<b>Major Site Plan</b> Category Name: Planning	Description: This is the application for a Major Site Plan. Please see Section 28-9-4(d) of the Zoning Ordinance for Site Plan review thresholds.	<a href="#">Apply</a>

6. Sign in. If you do not already have an account, create one by clicking on “Create an account” at the bottom of the screen.



The image shows a sign-in interface for community access services. At the top center is a blue circular icon with a globe and three arrows. Below it, the text reads "Sign in to community access services." There is a label "Email address" above a text input field containing "ams045109@gmail.com". Below the input field is a checkbox labeled "Keep me signed in". A large blue button labeled "Next" is positioned below the checkbox. A horizontal line with "OR" in the center separates this from the "Sign in with..." section. This section contains four icons: Google, Apple, Microsoft, and Facebook. Below these icons are two links: "Unlock account?" and "Help" with an external link icon. At the bottom of the form is a blue button labeled "Create an account".

7. Once you are signed in, the portal provides instructions on each step to complete and submit the requested application.