



TOWN OF RAYMOND

Planning & Development Department
4 Epping St. Raymond, NH 03077
(603) 895 - 7016

Document Intake Form

This document serves as acknowledgement and receipt of documentation received by the Planning and Development Department for application # _____ on _____ for _____

This receipt does not serve as confirmation of completeness. Planning staff will review the materials received within 3-5 Business days. If discrepancies are found or additional information is needed, you will be contacted and advised.

BOARD: PLANNING BOARD ZONING BOARD FOR CONSULTATION

MATERIALS INCLUDED:

- NEW APPLICATION AMENDED APPLICATION APPLICATION FEE
- PLAN SET (12 Full Size) #___ PLAN SET (6 11x17) #___ ESCROW CHECK
- FLASH DRIVE #___ OTHER _____

(Planning staff may advise if the number of items above varies)

All initial applications must be submitted 21 days prior to a scheduled public hearing, design review, or consultation. Any supplemental materials must be received by noon 10 days prior to a scheduled public hearing, design review, or consultation. The applicant, or designee, is responsible for familiarizing themselves with the application requirements and adhering to the guidelines as defined in the corresponding checklist.

If you should have any questions or concerns you may contact the Planning and Development Department during regular business hours: Monday - Friday 8:30am - 4:30pm

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Visit <http://www.RaymondNH.gov> to access all Planning and Development Department documentation.

(PDD Authorized Signature)

(Date)