

ZONING AMENDMENT CALENDAR

Official Ballot (SB-2)

To: Planning Boards
Boards of Selectmen
Zoning Boards of Adjustment
Building Inspectors
Historic District Commissions
RPC Commissioners

From: Dylan Smith, Regional Planner

Subject: **2010-2011 Zoning Ordinance Amendment Schedule**

Date: September 30, 2010

The time has again arrived to prepare amendments to Zoning and Building Ordinances. As an aid to our member communities, each year the RPC provides a calendar of key dates tailored to the statutory requirements for amending Zoning Ordinances, Historic District Ordinances, and Building Codes (RSA 675:2-5). We recommend that you review the deadlines and use the calendar to schedule hearings, newspaper notices, postings and meetings to satisfy the requirements stipulated in the referenced statutes. The schedule and calendar enclosed pertains to Official Ballot Communities (SB-2). **While we have made our best effort to send the correct version (traditional or official ballot) to each town, please review the attachments to ensure the version is correct.**

While many of the dates suggested in the schedule can be modified to correspond with your own meeting dates, it is important that the applicable statutory requirements are satisfied (RSA 675: 2-5). If you have any questions or would like assistance preparing individual schedules to meet your needs, please contact the Rockingham Planning Commission at 778-0885.

IMPORTANT DEADLINES FOR THE OFFICIAL BALLOT TOWN MEETING *(SB-2 TOWNS)*

NOVEMBER 2010

8th (BOS) First day to accept petitions to amend Zoning Ordinance, Historic District Ordinance or Building Code for consideration at 2011 Town Meeting. [NHRSA §675:4; 40:13, VII]

DECEMBER 2010

8th (BOS) Last day to accept petitions to amend Zoning Ordinance, Historic District Ordinance or Building Code for consideration at 2011 Town Meeting. [NHRSA §675:4; 40:13, VII]

24th (PB) Last day** to post and publish notice for the **first** Hearing on proposed adoption or amendment to Zoning Ordinance, Historic District Ordinance or Building Code if a second hearing is anticipated. [NHRSA §675:3,7; 40:13, II-a(c)]Towns should recognize that this is close to a Holiday and should consider posting on the 23rd.**

JANUARY 2011

4th (PB) Last day to hold **first** Public Hearing on adoption or amendment to Zoning Ordinance, Historic District Ordinance or Building Code if a second public hearing is anticipated. [NHRSA §675:3; 40:13,II-a(c)]

7th (PB) Last day to post and publish notice of **final** Planning Board Public Hearing on proposed adoption or amendment to Zoning Ordinance, Historic District Ordinance or Building Code. [NHRSA §675:3,7; 40:13,II-a(c)]

18th (PB) Last day for Planning Board to hold **final** Public Hearing on adoption or amendment to Zoning Ordinance, Historic District Ordinance or Building Code. Planning Board must also determine final form. [NHRSA §675:3; 40:13, II-a(c)]

31st (BOS) Last day for Selectmen to Post Warrant and Budget at all Polling Places and at Clerk's Office or Town Hall. [NHRSA §39:5, 669:2; 40:13, II & &II-a(d)]

FEBRUARY 2011

1st (PB) Last day for **official copy** of final proposal to adopt or amend the Zoning Ordinance, Historic District Ordinance or Building Code at March Town Meeting to be placed on file at the Town Clerks office. *(The official deadline is not defined per RSA40:13. Official copy should be submitted in time for formatting and printing of the warrant.)*

5th (BOS) Earliest date to hold **First Session** of town meeting – latest date February 12
Governing body sets date. [NHRSA §40:13, III]

12th (BOS) Last day to hold **First Session** of town meeting – earliest date February 5, 2011. [NHRSA §40:13, III]

MARCH 2011

1st (BOS) Last day to submit Zoning Ordinance protest petition to require 2/3 vote at March Town Meeting [NHRSA §675:5, 40:13, VII]

8th Second Session of annual meeting.[NHRSA §40:13; 654:7-a.]

NOTE: The above dates are DEADLINES; Planning Boards should consider holding hearings throughout the months of November and December in preparation for the 2010/2011 deadlines. WE STRONGLY URGE ALL OFFICIAL BALLOT TOWNS TO CONSULT THEIR LEGAL COUNSEL ABOUT APPROPRIATE DATES FOR WARRANTS AND HEARINGS.

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
	1	2	3	4	5	6
7	8 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> CITIZEN'S PETITION PERIOD BEGINS </div>	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8 <div style="border: 1px solid black; padding: 5px; text-align: center;"> CITIZEN'S PETITION PERIOD ENDS </div>	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 <div style="border: 1px solid black; padding: 5px; text-align: center;"> Last day to post & public notice for FIRST Public Hearing </div>	25
26	27	28	29	30	31	
2010-2011 ZONING AMENDMENT CALENDAR FOR OFFICIAL BALLOT TOWN MEETING				PREPARED BY ROCKINGHAM PLANNING COMMIS-		

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Last day to hold FIRST Public Hearing	5	6	7 Last day to post & publish notice for FINAL Public Hearing	8
9	10	11	12	13	14	15
16	17	18 Last day to hold FINAL Public Hearing	19	20	21	22
23	24	25	26	27	28	29
30	31 Last day for Selectmen to post Warrant & Budget					

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <div style="border: 1px solid black; padding: 5px; text-align: center;"> Last day to post Official Copy of final proposal at Town Clerk's Office </div>	2	3	4	5 <div style="border: 1px solid black; padding: 5px; text-align: center;"> Earliest date to hold FIRST SESSION </div>
6	7	8	9	10	11	12 <div style="border: 1px solid black; padding: 5px; text-align: center;"> Last day to hold FIRST SESSION </div>
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Last day to Accept Zoning Protest Petitions</div>	2	3	4	5
6	7	8 <div style="border: 2px dotted black; padding: 5px; width: fit-content; margin: 0 auto;">Second Session of ANNUAL MEETING</div>	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		