

# \*ZONING AMENDMENT CALENDAR\*

## Traditional Town Meeting

**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 traditional town meeting communities. **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.**

For traditional town meeting communities, it should be noted that the calendar deadlines prior to February 1<sup>st</sup> are one day earlier than the dates listed on the LGC website. The reason is that the amendments must be filed with the Town Clerk after the final public hearing and they must be filed by February 1<sup>st</sup>. Since most town clerks do not have evening office hours, it is required that final public hearing and all subsequent meetings be pushed up by one day.

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  
MARCH 8<sup>th</sup>, 2011 TOWN MEETING**     *(NON-SB-2 TOWNS)*

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**NOVEMBER 2010**

**8<sup>th</sup> (BOS) First day** to accept petitions to amend Zoning Ordinance, Historic District Ordinance or Building Code for consideration at March 2011 Town Meeting. [NHRSA §675:4]

**DECEMBER 2010**

**8<sup>th</sup> (BOS) Last day** to accept petitions to amend Zoning Ordinance, Historic District Ordinance or Building Code for consideration at March 2011 Town Meeting. [NHRSA §675:4]

**JANUARY 2011**

**7<sup>th</sup> (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]

**18<sup>th</sup> (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]

**21<sup>st</sup> (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]

**FEBRUARY 2011**

**1<sup>st</sup> (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]

**1<sup>st</sup> (PB) Last day** for **official copy** of final proposal to adopt or amend the Zoning Ordinance, Historic District Ordinance or Building Code to be placed on file at the Town Clerks office. [NHRSA §675:3]

**21<sup>st</sup> (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]

**MARCH 2011**

**1<sup>st</sup> (BOS) Last day** to submit Zoning Ordinance protest petition to require 2/3 vote at March Town Meeting [NHRSA §675:5]

**8<sup>th</sup> Town Meeting.** [NHRSA §39:1; 669:1; 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 2011 deadlines.**

*Prepared by the Rockingham Planning Commission*

# 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: 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	25
26	27	28	29	30	31	

# January 2011

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

# February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Last day to hold FINAL Public Hearing and to post official copy of amendment at Town Clerk's Office***	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Last day for Selectmen to post Warrant & Budget	22	23	24	25	26
27	28					

**\*\*\* IF TOWN CLERK DOES NOT HAVE TUESDAY EVENING OFFICE HOURS, LAST DAY SHOULD BE MONDAY, January 31, 2011.**

# March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Last day to Accept Zoning Protest Petitions	2	3	4	5
6	7	8 TOWN MEETING	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		