Planning Board Application Routing Sheet & Department Head Comments
Town of Allenstown, New Hampshire
Revised 06/2014

From Application Form
1. Date of Submission
2. Type of Application __ Subdivision __ Site Plan __ Lot Line Adjustment ____ Other
3. Name of Applicant
4. Application Number
5. Has this property gone to the ZBA? __ Yes Case #____ __ No
6. Description of the project:

7. Material Distribution

Instructions: Please distribute to the following individuals. Provide a copy of this form for each Department Head and items listed below. Lastly, please email the Planner and Building Inspector once materials come in. Call Planner with any questions.

a. ___Town Planner or CNHRPC Circuit Rider. Copy of this form and:
- 1 Large plan set
- Photo copy of checks
- 1 Copy of application and all other material
- 1 Photo copy of small plans

b. ___Building Inspector. Copy of this form and:
- 1 Large plan set
- Photo copy of checks
- 1 Copy of application and all other material

For the following department heads please provide 1 Large Plan and 1 Copy of the Application Form:

c. ___Police Chief.

d. ___Fire Chief.

e. ___Road Agent.

f. ___Sewer Department

g. ___Water Department

h. ___Town Administrator

Department Heads: Please provide comments here and return this form to the Planner and Building Inspector no later than_____. Use back of this form if needed. Contact Town Planner/Circuit Rider with any questions. Planning Board Secretary: Please provide to Town Planner immediately upon receipt.

Comments:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____