



TOWN OF CONWAY

December 1, 2025

23 MAIN STREET+ P.O. Box 2680 + CONWAY, NEW HAMPSHIRE 03818

(603) 447-3811
WWW.CONWAYNH.ORG

PLANNING DEPARTMENT PLANNING BOARD **APPLICATION SUBMITTAL PROCESS**

Please review §110-7 (Preapplication meetings) and §130-6 (Design Review) to determine if the application requires a preliminary or design review before a formal application is submitted.

Day one/Submittal Deadline date (Tuesday by 4:00 pm)

The following should be submitted at the Conway Town Hall to be considered as a complete application (electronic copies are not considered a submittal):

- One original paper application and supporting information (please do NOT submit more than one copy)
- One set of mailing labels
- Fee
- One paper copy of drainage report (if applicable)
- Three copies of full plan sets (all plans must be in a plan set with a supplemental plan list on the cover sheet and on the plans to be recorded)
- A digital copy of any State and/or Federal applications/permits with supporting documents;
- Email a copy of the application, all supporting documentation and plan sets, and any State or Federal applications/permits to planning@conwaynh.org

By end of day 9 (Wednesday)

- The Town Planning and Engineering Departments will email a deficiency list to the applicant and/or agent listed on the application form

By end of day 16 (Wednesday)

- The applicant/agent to submit material addressing Town Planning and Engineering Departments deficiency list(s)
- Submit FIVE complete plan sets (all plans must be in a plan set with a supplemental plan list on the cover sheet and on the plans to be recorded)
- Email material and plans to planning@conwaynh.org

Day 22/23 (Thursday/Friday)

- Staff will provide a staff report to be sent to the applicant and/or agent and the Planning Board
- Do not submit new plans addressing any deficiencies indicated on the staff report; they either will be a condition of approval, or the agent can work with staff on the best way to address any deficiencies prior to the Planning board meeting.

Day 29 Planning Board Meeting (Thursday)

- The applicant and/or agent should attend the Planning Board meeting