



# TOWN OF BARRINGTON

NEW HAMPSHIRE

Land Use Department

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## **Technical Review Group (TRG)** **Rules & Regulations**

### **PURPOSE**

All applications to the Planning Board require review and shall first appear before the Technical Review Group. Technical reviews are informal reviews of a future application. The intent of the review is for the Town to consider the project regarding Town Regulations and potential engineering issues and/or comments and inform the Applicant of the potential concerns/issues. The purpose of the Technical Review Group (TRG) is to review projects that are submitted for review to the Planning Board, including minor and major site plans and minor and major subdivisions. The applicant presents plans to the TRG which comments on the plans and suggests changes in accordance with various Town regulations, laws, and policies.

### **MEMBERS**

The Technical Review Group (TRG) is established to act as an advisory group to assist and advise the Planning Board on land use applications. The TRG shall be comprised of the Town Planner (who shall act as the Chair), the Police Chief (or their designee), the Fire Chief (or their designee), the Code Enforcement Officer, the Director of the Highway Department (or their designee), a representative from the Conservation Commission, and the Town Engineer.

### **MEETINGS & SUBMITTALS**

Regular meetings are scheduled at 10:00 am on the first Thursday (unless otherwise noted on the TRG meeting schedule), at Town Hall, located at 4 Signature Dr., Barrington NH, 03825. Notification will be sent out via email to the TRG members and the applicant the week prior to the meeting.

The applicant will submit a completed planning board application, plan set, and associated documents to be reviewed by the TRG. Submittal requirements are outlined in the Town of Barrington Subdivision and Site Plan Review Regulations. A completed application shall contain 20 copies of the application with supporting documents, 20 plan sets [(2) 34-in x 22-in, (18) 11-in x 17-in, in color as applicable], and the electronic files in pdf/a format on a USB flash drive or by email.

### **PROCEDURE**

The Town Planner is the chair of the Technical Review Group. The Land Use Department creates the schedule of meetings and submittal dates for the year and distributes the schedule to the TRG members and to engineers/agents.

The Chair shall call the meeting in session, identify the members present, the applicant or agent, and shall read a summary report on the application/proposal.

Each TRG member will comment on the submittal and will need to complete the routing sheet document during the TRG meeting for the staff report completion by the Town Planner to the Planning Board. If members cannot attend the meeting, they can enter their comments via email by the end of the day, Friday following the TRG meeting, so that their comments can be incorporated into the Staff Recommendations. Each TRG member must contribute comments on the submitted subdivision or site review plan on the routing sheet. Department heads with no comment can opt out of attending.

\*\*\*NOTE: If there are no new cases, an email is sent to the TRG group letting them know there will not be a meeting.

### **FEES**

Fees are set within the Rules of Procedure for the Town of Barrington Planning Board. The Town engineer's attendance at TRG meetings is optional for all Minor Site Plan Review and Subdivision applications and required for all Major Subdivision and Site Plan Review Applications. The Applicant will be required to pay for the engineer's participation in the TRG process. (Please refer to the Town of Barrington Land Use Department fee structure.)

### **SUMMARY OF TRG CONSULTATION**

The Town Planner, or designee, sends an email to the applicant by the following Thursday after the meeting recapping the issues that were raised and the procedure that will be followed thereafter. Comments raised during the TRG will be incorporated into the staff report for the next planning board meeting.

**Please contact the Land Use Department for further information at (603) 664-5798 or via email at [planning@barrington.nh.gov](mailto:planning@barrington.nh.gov).**