

LOCAL PLANNING AND ZONING APPROVAL PROCESS

The Town of Deerfield provides a straightforward approval process for building and development projects.

Step 1— Building Inspector: The first step is to contact Richard Pelletier, the Town's Building Inspector and Code Enforcement Officer at the Town's Building Department at 603-463-8811. The Town staff is equipped to provide accurate information regarding land use questions and guidance through the building, planning and zoning process.

In most cases, the Building Inspector can provide the necessary information about the planning process and all the information necessary to obtain a building permit.

Step 2— Town Planner: If the proposed project involves a subdivision or a multifamily or nonresidential development, contact Gerald Coogan, Planning Consultant at the Town office at 463-8811 or 526-9888 to schedule a meeting. Mr. Coogan can provide the applicant with information related to the Town's Zoning Ordinance, Subdivision Regulations and Site Plan Review Regulations, all of which are online on the Town's website. For a subdivision, the applicant will require the services of a NH licensed professional land surveyor. For a nonresidential development or change or expansion of use, the applicant will require the services of a professional engineer.

Step 3—Planning Board: Informal meetings with the Planning Board are encouraged before the submission of a formal application for subdivision or site plan review. Subsequent to an informal meeting, and after all the required information is available and provided on the plan and accompanying documentation, the applicant can submit a formal application to the Deerfield Planning Board for the Board's review and approval. For a proposed commercial and industrial uses, the owner / applicant should review the Town of Deerfield's Commercial / Industrial Flexible Overlay District, Section 212 of the Deerfield Zoning Ordinance (DZO). For major subdivisions and nonresidential developments, the Town's consulting engineer, Keach - Nordstrom, reviews, at the applicant's expense, the plan for technical compliance with the Town's zoning ordinance and land development regulations.

If the proposed project is not in compliance with the DZO, the owner / applicant will likely need a special exception, area variance or use variance and should contact Jane Boucher to receive an application and schedule a public hearing with Zoning Board of Adjustment.

The Town's DZO, Subdivision Regulations and Site Plan Review Regulations are online at the Town's website. The Town Building Department is located George B. White Building, 8 Raymond Road, NH Route 107, Deerfield, NH.

Contact List:

Fred McGarry, P.E., Chair
Jane Boucher, Secretary
Gerald Coogan, AICP, Town Planner
Deerfield Planning Board
P.O. Box 159
Deerfield, NH 03037-0159
Tel: (603) 463-8811

[Rick Pelletier](#), Building Inspector
Town of Deerfield
P.O. Box 159
Deerfield, NH 03037-0159
Tel: (603) 463-8811

[Cindy Heon](#), Town Administrator
Town of Deerfield
P.O. Box 159
Deerfield, NH 03037-0159
Tel: (603) 463-8811
