

## Filing Amended Plans, Regulations and Ordinances

**Q:** *Where must we file our revised master plan, subdivision or site plan regulations and zoning ordinance?*

**A:** The really critical filing is with your **town clerk**. Although ordinances are valid when passed by the legislative body, changes to regulations are not valid until they've been certified (signed) by a majority of the board and filed with the town clerk.

"No master plan, regulation, amendment or exception adopted under this section shall be legal or have any force and effect until copies of it are certified by a majority of the board or commission and filed with the city clerk, town clerk, or clerk for the county commissioners." [RSA 675:6, III]

This applies to subdivision and site plan regulations, historic district regulations, and the master plan.

You're also obliged to file the zoning ordinance with your **town clerk** after the vote. This also applies to historic district ordinances, building codes, and all other land use regulations adopted under RSA 674.

"All zoning ordinances, historic district ordinances, building codes, subdivision regulations, site plan review regulations, historic district regulations and their amendments shall be placed on file with the city, town, or village district clerk, or, in the case of unincorporated towns or unorganized places, with the clerk for the county commissioners for public inspection." [RSA 675:8]

You're also obliged to file all of these with the **Office of Energy and Planning**, which has a great and well-organized repository of these municipal ordinances.

"A copy of each master plan, zoning ordinance, historic district ordinance, capital improvement plan, building code, subdivision regulation, historic district regulation, site plan review regulation or amendment which is adopted by a municipality shall be placed in a central file with the office of energy and planning; provided, however, that failure to file these documents or amendments with the office of energy and planning shall not affect the validity of the document." [RSA 675:9]

There is no requirement to file such with the [Secretary of State](#) and it's likely they wouldn't really know what to do with them.

Such documents should also be filed with the [regional planning commission](#) though there's no legal requirement to do so.

Lastly, town counsel should have a copy but he/she should have reviewed it before adoption.