

APPENDIX C: APPLICATIONS

BROOKLINE PLANNING BOARD

APPLICATION FOR SUBDIVISION APPROVAL

File Number 2022-6: E-90 LLA

Name and Address of Applicant David Farwell
Name of Subdivision Farwell Lot Line Adjustment
Location 38 Mason Rd Tax Map Number E Parcel 90 & 90-1
Name and Address of Surveyor Raymond T. Critch, LLS of Bedford Design Consultants, Inc.
Name and Addresses of all persons with 10% or more interest 592 Harvey Road
N/A Manchester, NH 03103

Names and Addresses of abutters as defined by NH R.S.A. 672.3, as amended
See Attached Abutters List

Total Acreage 77.854 (Lot 90 & 90-1) Number of Proposed Lots LLA - No New Lots

The undersigned subdivider hereby submits to the Brookline Planning Board on July 18, 2022, a Completed Application as required by the Brookline Planning Board subdivision regulations and respectfully requests its approval of said Application. In consideration for approval and the privileges occurring thereto, the Applicant hereby agrees:

1. To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
2. To post all streets "Private" until accepted by the Town and to provide and install standard street signs as approved by the Town for all street intersections.
3. To give the Town on demand, proper deeds for land or rights-of-way reserved on the plat for streets, drainage or other purposes as agreed upon.
4. To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
5. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat or a plat of re-subdivision is submitted to and approved by the Board.
6. To agree to pay for all engineering studies and reviews contracted for by the Town (5/9/89).

The undersigned subdivider understands that the Brookline Planning Board must have on file a Completed Application as outlined in its subdivision regulations thirty (30) days prior to a regularly scheduled meeting of the Board and that once the Board accepts the Completed Application at a regularly scheduled meeting, it has ninety (90) days to approve or disapprove the Completed Application subject to extension or waiver as provided in accordance with New Hampshire R.S.A. 676:4 (1)(f), as amended.

APPENDIX C: APPLICATIONS

BROOKLINE PLANNING BOARD

APPLICATION FOR SUBDIVISION APPROVAL

File Number _____

I do hereby designate: Bedford Design Consultants, Inc.

Name Raymond T. Critch, LLS

Address 592 Harvey Road

Town Manchester, NH Zip Code 03103

Phone Number 603-622-5533 Fax 603-622-4740

Email Address rayc@bedforddesign.com

as the person(s) to whom all communications to the Applicant may be addressed and the person to whom legal process may be served in connection with any proceedings arising out of this agreement.

Signed 
(Applicant)

Date 7/19/2022

FOR PLANNING BOARD USE ONLY:

Date completed application filed: _____

Date Fees paid: _____

Date of Notices to abutters: _____

Date completed application accepted/rejected: _____

Date of Public Hearing: _____

Date of Final Plat approval/disapproval: _____

APPENDIX E: CHECKLIST FOR SUBDIVISION REVIEW

BROOKLINE PLANNING BOARD

This checklist is to be used as a guide for complying with the Town of Brookline's subdivisions site plan review regulations. It is to be used for each individual subdivision site plan review application submitted.

The following information shall be required for a **completed application**. (Section 4.6.06 of the regulations) The information with an asterisk (*) next to it is also recommended for the design review phase. All references are to the current Brookline subdivision regulations.

Y N NA

- | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Eight (8) (black) print copies <i>and one printable 11"x17" electronic .pdf format</i> prepared by a registered land surveyor. [4.6.05](*) (08/02/2012) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scale is not more than one hundred (100) feet per inch. [4.6.05](*) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parcel tax lot number and total acreage. [4.6.05a, 4.6.06f](*) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name of the subdivision.[4.6.05a](*) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name and address of the owner of record.[4.6.05a](*) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name and address of the subdivider and designer.[4.6.05a](*) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Names and addresses of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the Board. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Boundaries of zoning districts lying within the subdivision and any municipal boundaries.[4.6.05g](*) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location or "locus" map at the scale of the municipal base map.[4.6.05h](*) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Date the plans were first drafted. Any revision(s) made to any of the sheets first submitted are to be so noted in the Revision Block . The Revision Block is to be placed on the Mylar original(s) of the revised sheet(s). Additional paper copies are to be made and submitted to the Planning Board to replace those sheets previously submitted.(*) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Topography for site with the contour interval not to exceed five (5) feet.[4.6.05j, 4.6.06k](*) |

***Waiver Requested**

Abutting Property Information

- | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The names and addresses of all abutting property owners (with three sets of labels) as indicated in the Town records not more than five (5) days before the date of filing.[4.6.05b](*) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Name(s) and location(s) of abutting subdivisions.[4.6.05b](*) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name(s) and location(s) of abutting streets, easements, and alleys within one hundred (100) feet of the parcel to be subdivided.[4.6.05b,d,e](*) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Name(s) and location(s) of abutting parks and open space.[4.6.05e](*) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of existing abutting buildings.[4.6.05b](*) |

- ☒ ☐ ☐ Location of existing abutting water supply wells or springs.[4.6.05b](*)
- ☒ ☐ ☐ Location of existing abutting septic system leach field(s).[4.6.05b](*)
- ☒ ☐ ☐ Road and/or driveway intersection(s) within two hundred (200) feet of property lines.[4.6.05b](*)
- ☒ ☐ ☐ Fees paid to secretary.[3.1.13](*)
- ☒ ☐ ☐ Properly completed application form. [Entire Appendix C](*)

Existing Property Information

- ☐ ☒ ☐ Location of property lines, dimensions and bearings and lot areas, and the source of that information.(*) ***Waiver Requested**
- ☒ ☐ ☐ Location and dimensions of all easements.[4.6.05c](*)
- ☒ ☐ ☐ Location and dimensions of all buildings.[4.6.05c](*)
- ☒ ☐ ☐ Location of all building setback lines.[4.6.05c](*)
- ☒ ☐ ☐ Location of electric or other utilities, both for existing and proposed subdivision property with letter of intent from utilities companies.[4.6.05f] (08/02/2012)
- ☐ ☐ ☒ High Intensity Soil Survey.[4.6.05k](9/7/93)
- ☐ ☐ ☒ Watershed areas and drainage computations.[4.6.05l](*)
- ☐ ☐ ☒ Location, name, and widths of streets with their grades, profiles, both existing and proposed. Design criteria for proposed roads also need to be shown.[4.6.05m](*)
- ☐ ☐ ☒ Location of fire ponds and fire protection drafting sites, if any.[4.6.05n](*) (11/15/07)
- ☐ ☐ ☒ Access for fire fighting apparatus.[4.6.05o](*)
- ☒ ☐ ☐ Wet areas as defined by the Wet Lands Ordinance, in square feet of wet and non-wet.[4.6.05p](*) **3528 + 936 = 4,464 SF**
- ☐ ☐ ☒ A letter stating the proposed disposal of tree stumps. If they are to be disposed of on-site, areas shall be shown on the plat.[4.6.05q](*)
- ☐ ☐ ☒ Location of soil test pits and accompanying test pit and perc test data.[4.6.05r](*)
- ☒ ☐ ☐ Location of Special Flood Hazard Areas (SFHA) designated by the National Flood Insurance Program (NFIP), permits received from SFHA and NFIP. Subdivisions with any development within a SFHA shall submit evidence (construction drawings, grading and land treatment plans) so as to allow determination that (i) all such proposals are consistent with the need to minimize flood damage (ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage and (iii) adequate drainage is provided so as to reduce exposure to flood hazards. [4.6.05s](*) (8/21/97) (11/15/07)
- ☐ ☐ ☒ Base Flood Elevation (BFE) data for subdivisions greater than fifty (50) lots or five (5) acres, whichever is lesser. [4.6.05s](*) (8/21/97)

TOWN OF BROOKLINE, NH
SUBDIVISION REGULATIONS

- ☐ ☐ ☒ Location and size of the area considered necessary for septic leach fields and any proposed connections of alternative means for disposal of sewage. [4.6.05t](*)
- ☒ ☐ ☐ Number of lots to be created.[4.6.05u](*)
- ☒ ☐ ☐ Magnetic and true north point.[4.6.05v](*)
- ☒ ☐ ☐ Eight (8) blue (black) print copies *and one printable 11"x17" electronic .pdf format* of the Final Plat.[4.6.06] (08/02/2012)
- ☐ ☒ ☐ One (1) permanent, reproducible mylar copy suitable for recording.[4.6.06] ***Will submit Mylar upon final approval of plan.**
- ☒ ☐ ☐ Name and seal of the engineer and land surveyor registered with the State of New Hampshire.[4.6.06b]
- ☒ ☐ ☐ Final disposition of land into lots, streets, open spaces, drainage courses and any easements running with the land.[4.6.06c]
- ☒ ☐ ☐ Sufficient, acceptable information to readily determine the location, bearing, and length of every street line, lot line, and property boundary line and to reproduce such lines on the ground. Dimensions shall be shown to hundredths of a foot and bearings to the nearest second. The error of closure shall not exceed 1 to 10,000.[4.6.06d]
- ☐ ☐ ☒ Stations, radii, curve data and paving widths for proposed streets. [4.6.06e]
- ☒ ☐ ☐ Lot dimensions, area in square feet and acres, street numbers for the lots as determined by the Brookline Emergency Management Director.[4.6.06f] (8/21/97) (08/02/2012)
- ☐ ☐ ☒ Location and engineering design calculations for culverts, drainage requirements and connection of alternative means to provide water supply and disposal of surface drainage.
- ☐ ☐ ☒ Location of all parcels of land to be dedicated to public use, the conditions of such dedication, and a copy of applicable deed restrictions.
- ☐ ☐ ☒ Proposed twenty-five (25) year storm drainage accompanied by a drainage analysis map and computations for the entire watershed area.[4.6.06m] (5/6/99)
- ☒ ☐ ☐ 75 foot well radii [4.6.06o] (11/19/91).
- ☒ ☐ ☐ If the subdivision abuts a State Highway, or if a proposed street intersects a State Highway, a driveway permit from the NH Department of Transportation approving said access.[4.6.06q] (8/21/97)
- ☒ ☐ ☐ Plan and profile for common driveways (Added August, 2003)
- ☒ ☐ ☐ Building Inspector review (Added June, 2003)
- ☒ ☐ ☐ Determination of off-site improvements by the Planning Board based on a special study or letter from the DPW Director. The Planning Board needs to send a letter to the Selectmen on recommendation prior to final action on the plan. (Added April, 2004)

- ☒ ☐ ☐ The Final plat shall contain a volume and page reference sufficient to indicate the subdivider's derivation of title in the event only one parent tract is involved, and if the subdivision constitutes an assemblage of several tracts, the plat shall contain a title reference of each and indicate where each of the lots shall be numbered so as to coincide with the Town of Brookline Tax Map numbers. [4.6.06r]
- ☐ ☐ ☒ Copies of all applicable approvals and permits [4.6.06s] (8/21/97) (08/02/2012)
NHWSPC # _____
NH Site Specific # _____
NH Dredge & fill # _____
Army Corp. Dredge & Fill # _____
NH DOT Curb Cut # _____
- ☒ ☐ ☐ All final permit numbers and written decisions including conditions of approval and **requirement for streetlights (at the sole cost of the developer) noted on the final plat.** [4.6.05t] [5.3.01] (8/21/97) (08/02/2012)
- ☐ ☐ ☒ School bus stops and areas shown on plans. The Brookline School Board should be contacted for assistance. [4.6.06p] (9/7/93)
- ☐ ☐ ☒ Open Space determination made.
- ☐ ☐ ☒ All engineer prints shall be done by a qualified, registered engineer by the State of New Hampshire and have his seal affixed to each sheet. [4.6.06u]
- ☐ ☐ ☒ A statement of off-site improvements requested, based on a meeting with the Selectmen. [4.6.06v]
- ☐ ☐ ☒ Separate, permanent, reproducible sheets (24" x 36") with three (3) prints thereof, **for each street or way within the subdivision.** Plan view and profile of the street is to be at a horizontal scale of forty (40) feet per inch and at a vertical scale of four (4) feet per inch. Profile shall also show this size, elevation, and location of existing and proposed storm drains and shall extend on hundred (100) feet into adjacent land. The plan is to show street dimensions, bearings, curve lengths, center line stationing, proposed bound location, lot numbers, radii, curve data paving widths, and the location of all existing and proposed utilities.
- ☒ ☐ ☐ A check payable to the Town of Brookline to cover filing fees, mailing, advertising, recording, special investigative and consulting studies, and other costs. [4.6.06w] ***Client dropped off fee checks**
- ☐ ☐ ☒ A traffic study, if required by the Board. [4.6.06x] (5/9/89)
- ☐ ☐ ☒ A fiscal impact analysis, if required by the Board [4.6.06y], (5/9/89).
- ☐ ☒ ☐ Payment of a fee to update the Town's computerized parcel map as specified in Appendix B. [4.6.06z] (8/21/97) ***Bedford Design will provide .pdf & .dwg file**
- ☐ ☐ ☒ All necessary and/or required legal data in form and substance as approved by town Counsel prior to the approval of the final plan [4.7] (08/02/2012)
- ☐ ☐ ☒ Any other information felt necessary by the Planning Board to allow the Board to proceed with consideration and to make an informed decision.