



TOWN OF
BROOKLINE, NEW HAMPSHIRE
PLANNING DEPARTMENT

P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360

valerie@brookline.nh.us <http://www.brookline.nh.us>

Telephone (603) 673-8855
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December 19, 2019

Re: Brookline Planning Board Meeting Policies

Dear Applicants and Engineering Firms,

Considering that you have been before the Brookline Planning Board in the past six months, we wanted to remind you of the Board's deadlines and requirements regarding applications' submissions.

- Applications must be submitted **at least 30 calendar days** before the meeting at which you wish to appear. Applications will be reviewed within 10 days and the applicant / representative will be notified if additional information is required. If so, the requested information shall be provided or a written request to the Board for a waiver of any requirement at **least 15 days** before the scheduled meeting date must be made; otherwise the application **will not** be placed on that agenda.
- Any revised plans and/or additional information related to an accepted application submitted **less than 15 days** prior to a scheduled meeting will **NOT** be discussed. This applies to any review conducted by a third party (i.e., Town Engineer). Any late submission will be reviewed and discussed at the next available meeting following the scheduled meeting. **No** revised documents will be accepted during a meeting.

Please, note that it is your responsibility to conform with these requirements. The complete *Brookline Planning Board Meeting Policies* has been attached for your review.

Should you have any questions, please contact the Planning Board's office by emailing valerie@brookline.nh.us.

We thank you for your attention to this matter.

Best Regards,

Alan Rosenberg, Co-Chair

Eric Bernstein, Co-Chair

Brookline Planning Board



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BROOKLINE PLANNING BOARD MEETING POLICIES

Re-Adopted December 2019

Attention Applicants! You should be aware of the following policies which the Planning board follows in its review of all applications. *

- The Board meets on the third Thursday of the month. Meetings start at 7:00 p.m. and the Planning Board reserves the right to continue its hearings until a later date should the proceedings go beyond 10:00 p.m., with the first two hours reserved for applications' review and the last hour for planning board business. Agendas are posted 8 to 10 days prior to the scheduled meetings.
- Applications must be submitted **at least 30 calendar days** before the meeting at which you wish to appear. Applications will be reviewed within 10 business days and the applicant will be notified if additional information is required. If so, the requested information shall be provided or a written request to the Board for a waiver of any requirement at **least 15 days** before the scheduled meeting date must be made; otherwise the application **will not** be placed on that agenda.
- Applicants who have submitted all required information or requests for waivers in lieu thereof will be scheduled for the requested meeting date in order of submission. If insufficient time is available at the requested meeting, applicants will be scheduled for the next available meeting.
- Any revised plans and/or additional information related to an **accepted** application submitted **less than 15 days** prior to a scheduled meeting will **NOT** be discussed. This applies to any review conducted by a third party (i.e., Town Engineer). Any late submission will be reviewed and discussed at the next available meeting following the scheduled meeting. **No** revised documents will be accepted during a meeting.
- If all the required information has been submitted and the board has granted any requested waivers, an application will be accepted at the first scheduled meeting. The acceptance hearing is primarily procedural, and, as such, substantive discussions are kept to a minimum. An application will then be scheduled for an approval hearing at the next available meeting, at which time the application will be reviewed in depth and testimony from the public will be heard. Applications will not be accepted and approved at the same meeting, except for minor subdivisions at the discretion of the Planning Board.
- All applications are subject to review by the Fire, Police and Emergency Management Departments, the DPW Director and the Conservation Commission, if applicable and/or required by the Board. It is highly recommended that you meet with these Departments during their regular scheduled meetings or by appointment prior to a scheduled Planning Board meeting.
- Any documents related to a conceptual discussion with the Board must be submitted at least 10 business days before a scheduled meeting. Otherwise, the discussion will not be placed on that agenda.
- It is highly recommended that the applicant meets with the Town Planner who is available to answer questions or provide guidance before application submittal. Please, contact the office to make an appointment.

* **Except Home Business Applications – See Town Planner for submission requirements.**