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APPENDIX A: PARKING REQUIREMENTS

Off-street parking spaces shall be provided in accordance with the following specifications whenever any new use is established:

<i>Use</i>	<i>Minimum no. of Spaces</i>	<i>Maximum no. of Spaces</i>
<i>Retail sales</i>	1 per 300 square feet of sales area	1 per 250 square feet of sales area
<i>Lumberyard or lumber mill</i>	1 per 600 square feet of floor area	1 per 500 square feet of floor area
<i>Health care facility</i>	1 per 4 beds and 1 per employee based on the expected average employee occupancy	1 per 3 beds and 1 per employee based on the expected average employee occupancy.
<i>Theater</i>	1 per 6 seats	1 per 5 seats
<i>Hotel, motel, tourist home or motor court</i>	1 per room plus 1 per employee based on the expected average employee occupancy	1.2 per room plus 1 per employee based on the expected average employee occupancy
<i>Warehouse</i>	1 per employee plus 1 per un-garaged company vehicle operating from the premises	1.5 per employee plus 1 per un-garaged company vehicle operating from the premises
<i>Assembling or manufacturing</i>	1 per 3 employees, based on the largest shift	2 per 3 employees, based on the largest shift
<i>Office park or professional office</i>	1 per 400 square feet of gross leasable area	1 per 350 square feet of gross leasable area
<i>Banks or financial institution</i>	1 per 400 square feet of customer use area	1 per 350 square feet of customer use area
<i>Restaurant</i>	1 per 4 seats in dining area	1 per 3 seats in dining area
<i>Personal services</i>	1.5 per service provider	2 per service provider
<i>Church and associated parsonages</i>	1 per 6 seats in the principal assembly room	1 per 5 seats in the principal assembly room
<i>Recreational facility</i>	2 per tennis court; 15 for each ball field; other minimum requirements as approved by the Planning Board	3 per tennis court; 20 for each ball field; other maximum requirements as approved by the Planning Board
<i>Fraternal order or membership club</i>	1 per 5 members of the maximum rated building capacity	1 per 4 members of the maximum rated building capacity
<i>School</i>	1 per staff member plus 1 per every 12 elementary through junior high students plus one per every 8 high school students	1 per staff member plus 1 per every 10 elementary through junior high students plus one per every 6 high school students
<i>Institution of higher learning</i>	1 per staff member based the expected average employee occupancy plus 5 per classroom	1 per staff member the expected average employee occupancy plus 6 per classroom
<i>Nursery or day care center</i>	1 per employee based on the expected average employee occupancy plus 1 visitor space per every 10 children	1 per employee based on the expected average employee occupancy plus 1 visitor space per every 15 children
<i>Funeral home</i>	1 per employee based on the largest shift plus 1 per 300 square feet of floor space in slumber rooms, parlors, and individual service rooms	1 per employee based on the largest shift plus 1 per 200 square feet of floor space in slumber rooms, parlors, and individual service rooms
<i>Automobile fueling,</i>	1 in front of each gas pump plus 1 per	1 in front of each gas pump plus 1.2 per

<i>service or repair station</i>	employee based on the largest shift	employee based on the largest shift.
<i>Post office or municipal building</i>	1 per every 500 Town residents and 1 per employee based on the largest shift. Sufficient area shall be reserved for additional parking to accommodate the Town's growth for 10 years at the current population growth rate as determined by the Planning Board	1 per every 400 Town residents and 1 per employee based on the largest shift. Sufficient area shall be reserved for additional parking to accommodate the Town's growth for 10 years at the current population growth rate as determined by the Planning Board
<i>Police or fire station</i>	1 per 2 employees based on the largest shift	1 per employee based on the largest shift
<i>Residential dwelling unit</i>	2 per unit except 1 per unit for elderly housing	No maximum, except 1.5 per unit for elderly housing

(6/21/01)

APPENDIX B: SITE PLAN REVIEW CHECKLIST

A formal application for site plan review, his/her application shall contain at least the following exhibits and information. The number in parenthesis is the applicable section number of these regulations.

Y N NA

- | | | | | |
|--------------------------|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. | A fully completed application for site plan review and fee payment (6.51.01a). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. | Eight (8) (black) print copies and one printable 11"x17" electronic .pdf format of site plan prepared by a registered land surveyor drawn to a scale sufficient to allow review of the items listed under the preceding general standards, but at not more than fifty (50) feet to the inch for that portion of the total tract of land being proposed for development, and showing the following: (maximum size of drawing shall be 22 x 34 inches) (6.51.01b) (8/02/12) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. | Owner's name and address (6.51.01c). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. | Names and addresses of all abutting property owners according to Town tax records and the names and business addresses of every engineer; architect; land surveyor; or soil scientist whose professional seal appears on any plan submitted to the Board (6.1.01d). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. | Sketch map showing general location of the site within the Town done at the scale of the municipal base map (6.1.01e). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. | Boundary of the entire parcel held in single ownership regardless of whether all or part is being developed at this time, and any municipal boundaries (6.1.01f). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. | The bearing and distances of all property lines and the source of this information (6.1.01g). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. | Zoning classification (s) of the property and the location of zoning boundaries if the property is located in two or more zones (6.1.01h). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. | High Intensity Soils Maps as certified by a qualified Soils Scientist (6.1.01i). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | j. | The location of all buildings setbacks required by the Zoning Ordinance (6.1.01j). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | k. | The location, height, size, and character of all signs and exterior lighting (3.1.02i, 6.1.01k). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | l. | Lot dimensions area in square feet and acres, street frontage, the zoning requirements for minimum lot sizes and frontage and street numbers for the lot(s) and/or building(s) as determined by the Brookline Emergency Management Director.(3.1.02j, 6.1.011). (8/02/12) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | m. | The location of all existing and proposed buildings, including expansion of existing buildings (including size and height), driveways, sidewalks, parking spaces, loading areas, open spaces, large trees, open drainage courses, service areas, easements and landscaping, and screening. Also indicate which of such features are to be retained and which are to be removed or altered. (6.1.01m) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | n. | Site Plan applications shall include renderings of the proposed building(s) or addition showing the front, sides and rear view elevations. The rendering of at least one elevation shall be in color, and shall include narrative identification of the building façade materials, roof materials, typical window dimensions and materials, and the height, slope and materials of all roof lines, location of HVAC equipment, generators, coolers, and other utility appurtenances, balconies, exterior stairs, steeples, chimneys, porches, porticos and other building extensions. The |

applicant is encouraged, where practicable, to submit samples or swatches of façade materials and colors. (06/18/09)

Y N NA

- | | | | | |
|--------------------------|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | o. | The location of all buildings within fifty (50) feet of the parcel to be developed and the location of intersecting roads or driveways within two hundred (200) feet of the parcel (6.1.01o). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | p. | A storm drainage plan showing:

1) The existing and proposed methods of handling storm water runoff using BMP and LID. (06/18/09)
2) The direction of flow of the run off through the use of arrows.
3) The location, elevation and size of all catch basins, dry wells, drainage ditches, swales, retention basins and storm sewers.
4) Engineering calculations used to determine drainage requirements shall be based on a ten (10) year storm frequency, except for cross culverts and existing waterways, which shall be designed for a twenty-five (25) year storm frequency (3.1.02d, 6.1.01p). (04/17/2008) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | q. | Existing and proposed topography of the site at two (2) foot contour intervals (6.1.01q). (8/21/97) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | r. | Location of Special Flood Hazard Areas (SFHA) designated by the National Flood Insurance Program (NFIP), permits received from SFHA and NFIP.. Developments within a SFHA shall submit sufficient 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 (6.1.01r). (8/21/97) (4/17/08) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | s. | Developments greater than five (5) acres shall also submit Base Flood Elevation (BFE) data (6.1.01r-ii). (8/21/97) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | t. | All applications shall have underground utilities, installed according to specifications set by the appropriate utility companies. Utilities shall be located so as not to conflict with new or existing roadside drainage systems. A layout indicating how the site will be served by electric, telephone, and any other public utility must be provided. If the utility company(s) requires an easement to provide service, no final approval shall be granted by the Board until such easements are secured. If no easements are required, a letter of intent to provide service from the utility company(s) must accompany the application (6.1.01s). (06/18/09) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | u. | A buffer zone of dense planting where the site abuts a zone boundary (6.1.01t). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | v. | A Soil and Erosion Control Plan for permanent and temporary (construction phase) protection (see Section 6.3). (8/21/97) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | w. | Copies of any proposed or existing easements, covenants, or deed restrictions (6.1.01v). |

Y N NA

- x. Copies of all applicable approvals and permits [4.6.06s] (8/21/97) (8/02/12)
NHWSPC # _____
NH Site Specific # _____
NH Dredge & fill # _____
Army Corp. Dredge & Fill # _____
NH DOT Curb Cut # _____
(8/21/97) (8/02/12)
All permit numbers noted on the plat.

- y. The Board may require the owner or his authorized agent to deposit in escrow with the Town an amount of money sufficient to cover the costs for any professional review of the site plan documents which the Board may feel is reasonably necessary to protect the general welfare of the Town (6.1.01x).

- z. Magnetic and true North point (6.1.01y).

- aa. Location of Fire Ponds and fire protection drafting sites, if any (4.5, 6.1.01z). (04/17/2008)

- ab. Wet areas as defined by the Wetlands Ordinance, in square feet of wet and non-wet (6.1.01aa).

- ac. Location of soil test pits and accompanying test pit and perc data (6.1.01bb).

- ad. Access for fire fighting apparatus (4.5, 6.1.01cc).

- ac. A Planning Board Approval Block (6.1.01dd).

- ad. 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). (6.1.01ee).

- ae. Any other information felt necessary by the Planning Board to allow the Board to proceed with consideration, and to make an informed decision (6.1.01ff).

- af. An artist's rendition of the site, including landscaping and signage (6.1.01gg).

- ag. Building Inspector and Health Officer Review and/or Comments (06/2003) (04/17/2008)

- ah. All final permit numbers and written decisions including conditions of approval noted on the final plat. (8/02/12)

- ai. All necessary and/or required legal data in form and substance as approved by Town Counsel prior to the approval of the final plan. (8/02/12)

APPENDIX B-1: HOME BUSINESS CHECKLIST

A formal application for a home business shall contain at least the following exhibits and information. The number in parenthesis is the applicable section number of these regulations.

Y N NA

- a. A fully completed application for site plan review and fee payment (6.2.A a.).
- b. Four copies of the sketch plan for the site, which may or may not be prepared by a registered professional, showing the following: (6.2.A b.)
 - i. name and address of the owner of record and name of the applicant, if not the owner; (6.2.A b (i))
 - ii. The tax map lot number and general location of the site within the Town; (6.2.A b (ii))
 - iii. Scale of the plan, north arrow, and date the plan was first drafted; (6.2.A b (iii))
 - iv. A description of the proposed home business and its location within the structure/site, along with interior floor plan with dimensions and the estimated square footage devoted to the home business; (6.2.A b (iv))
 - v. Total area and dimensions of the parcel and street frontage; (6.2.A b (v))
 - vi. Location of the required setbacks; (6.2.A b (vi))
 - vii. Location and dimensions of existing and proposed buildings and structures, driveways, sidewalks, and parking spaces; (6.2.A b (vii))
 - viii. Location, height, size, and character of all signs and exterior lighting related to the home business; (6.2.A b (viii))
 - ix. Names, addresses, & tax map lot numbers of all abutting property owners; (6.2.A b (ix))
 - x. location of all buildings within fifty (50) feet and existing roads and driveways within two hundred (200) feet of the parcel; (6.2.A b (x))
 - xi. The total number of employees broken down by occupant and non-occupant of the dwelling; (6.2.A b (xi))
 - xii. The estimated number of vehicle trips per day generated by the proposed home business; (6.2.A b (xii))
 - xiii. Proposed hours of operation; (6.2.A b (xiii))
 - xiv. Location & amount of interior storage of all business-related material; (6.2.A b (xiv))
 - xv. A Planning Board signature block; (6.2.A b (xv))
 - xvi. Copies of all applicable State approvals and permits for activities including septic expansion; alteration of wetlands; and new driveways and curb cuts; 6.2.A b (xvi))

Y N NA

- xvii. Any other information felt necessary by the Planning Board to make an informed decision. (6.2.A b (xvii))
- xviii. One copy of the approved septic plan for the site or a site assessment form displayed in Appendix H (6.2.A c).
- xix. Building Inspector & Health Officer review and/or comments (June, 2003) (04/17/2008)
- xx. Fire Department inspection (04/21/2016)

APPENDIX B-2: BED AND BREAKFAST REVIEW CHECKLIST

A formal application for a bed and breakfast shall contain at least the following exhibits and information. The number in parenthesis is the applicable section number of these regulations.

Y N NA

- | | | | | |
|--------------------------|--------------------------|--------------------------|-------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. | A fully completed application for site plan review and fee payment (6.2.B.a). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. | Four copies of the sketch plan for the site, which may or may not be prepared by a registered professional, showing the following: (6.2.B.b) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. | Name and address of the owner of record / applicant; (6.2.B.01b (i)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ii. | The tax map lot number and general location of the site within the Town; (6.2.B.b (ii)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iii. | Scale of the plan, north arrow, and date the plan was first drafted; (6.2.B.b (iii)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iv. | A description of the proposed bed and breakfast and its location within the structure/site, along with interior floor plan with dimensions and the estimated square footage devoted to the bed and breakfast and parking location for residents and guests; (6.2.B.b (iv)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | v. | Photographs of building(s), common areas used by guests including driveway and parking; (6.2.B.b (v.)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | vi. | Total area and dimensions of the parcel and street frontage; (6.2.B.b (vi)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | vii. | Location of the required setbacks; (6.2.B.b (vii)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | viii. | Location and dimensions of existing and proposed buildings and structures, driveways, sidewalks, and parking spaces; (6.2.B.b (viii)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ix. | Location, height, size, and character of all signs and exterior lighting related to the home business; (6.2.B.b (ix)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | x. | Names, addresses, & tax map lot numbers of all abutting property owners; (6.2.B. b(x)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | xi. | Location of all buildings within fifty (50) feet and existing roads and driveways within two hundred (200) feet of the parcel; (6.2.B.b (xi)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | xii. | The total number of potential guests broken down by the number of guests per bedroom; (6.2.B.b (xii)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | xiii. | The location and amount of interior storage of all bed and breakfast-related material; (6.2.B.b (xiii)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | xiv. | A Planning Board signature block; (6.2.B.b (xiv)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | xv. | Copies of all applicable State approvals and permits for activities including septic expansion; alteration of wetlands; new (relocation) driveways & curb cuts; 6.2.B.b (xv)) |

Y N NA

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | xvi. Any other information felt necessary by the Planning Board to make an informed decision. (6.2.B.b (xvi)) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | xvii. One copy of the approved septic plan for the site or a site assessment form displayed in Appendix H (6.2.B.c). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | xviii. Building Inspector & Health Officer review and/or comments. (June, 2003) (04/17/2008) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | xix. Fire Department inspection. (05/19/2016) |

APPENDIX C: FEES

APPLICATION FEES:

Site Plan Review:

\$20 (twenty) Application Fee \$ _____

\$50 (fifty) Initial Review Fee \$ _____

Notification Fee

Postage Cost plus \$2.00 (two), per abutter \$ _____

TOTAL \$ _____

Home Business and/or Bed & Breakfast Applications:

\$20 (twenty) Application fee \$ _____

\$50 (fifty) Initial Review fee \$ _____

Notification Fee

Postage Cost plus \$2.00 (two), per abutter \$ _____

TOTAL \$ _____

Other Fees – *Billed separately when applicable, based on time spent for meeting attendance, reviews and inspections*

Nashua Regional Planning Commission

Town Planner

Town Counsel Review

Road Inspector

Site Inspection

Town Engineer

Other Consulting

Recording of plat

Recording of plat or legal document - \$25.00 (twenty five) to Hillsborough County Treasurer

(Fees amended May 19, 2016)

APPENDIX D: APPLICATION FOR PRELIMINARY CONCEPTUAL CONSULTATION PHASE

Case # _____ Date _____
Name _____
Address _____
Telephone _____ Fax _____
Email Address _____

I respectfully request a meeting with the Brookline Planning Board to discuss in general terms the Board's non-residential site plan regulations and how they pertain to a potential site plan I am considering. I understand that this discussion, by law, can only be conceptual in nature and that the proposal can only be discussed in general terms. Such consultation shall not bind either myself or the Planning Board, and statements made by Planning Board members shall not be the basis for disqualifying said members or invalidating any action taken.

I also understand that this meeting is informal in nature and is separate and apart from formal site plan consideration.

Signed _____
Date _____

APPENDIX D: APPLICATION FOR DESIGN REVIEW PHASE

Case # _____ Date _____

Name _____

Address _____

Telephone _____ Fax _____

Email Address _____

Name of Agent _____

Address of Agent _____

Name of Site Plan _____

The names and addresses of abutters (as defined by NH RSA 672:3) on three (3) sets of adhesive labels need to be attached with this application.

I respectfully request a meeting with the Brookline Planning Board to discuss a preliminary layout of the above proposed site plan. I understand that the Planning Board must have this application on file fifteen (15) days prior to a regularly scheduled meeting of the Brookline Planning Board in order to provide adequate time to notify abutters as required by NH RSA 676:4 (I) (d) and the Brookline Non-residential Site Plan Regulations. Such consultation shall not bind either myself or the Planning Board, and statements made by Planning Board members shall not be the basis for disqualifying said members or invalidating any action taken.

I also understand that this meeting is informal in nature and is separate and apart from formal site plan consideration.

Signed _____

Date _____

APPENDIX D: APPLICATION FOR SITE PLAN APPROVAL

File Number _____

Name and Address of Applicant: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Name of Site plan: _____

Location: _____ Tax Map #: _____ Parcel #: _____

Name and Address of Surveyor: _____

Name and Addresses of all persons with 10% or more interest:

Names and addresses of abutters as defined by N.H. R.S.A. 672:3

Total Acreage: _____

The undersigned hereby submits to the Brookline Planning Board on _____, 20____, a Completed Application as required by the Brookline Planning Board Non-Residential Site Plan 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.
6. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat 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 site plan 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 RSA 676:4 (I)(f), as amended.

I do hereby designate:

Name: _____

Address: _____

Town: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

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 _____

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 Application / Final Plat approval/disapproval: _____

APPENDIX E: SAMPLE FORM OF ACCEPTABLE LETTER OF CREDIT

Selectboard
Town of Brookline
PO Box 360
Brookline, NH 03033

Re: _____ Non-Residential Site Plan

Dear Town Officials:

By this document the _____ Bank (hereinafter "issuer") hereby issues an irrevocable letter of credit in the amount of \$ _____ to the Town of Brookline on behalf of _____ (hereinafter "developer") and its heirs, successors, and assigns. This irrevocable letter of credit is issued to guaranty completion of all improvements required by the Brookline Planning Board and/or Board of Selectmen and the Town of Brookline Non-Residential Site Plan Regulations in conjunction with a site plan entitled " _____," dated _____, and prepared by _____.

It is understood that the improvements guaranteed by this irrevocable letter of credit include but are not limited to the following:

1. Construction of _____ linear feet of roadway along with all associated utilities. Said roadway being shown on the above referenced plan as _____.
- 2.
- 3.

It is agreed and understood by the issuer of this letter of credit that it shall be issued for a period of months. If all improvements guaranteed by this letter of credit are not completed by _____ (date), and if a certificate indicating completion of all improvements has not been issued by the Town Road Inspector, then this letter of credit shall be automatically considered to have been called and without further action of the Town of Brookline or its Planning Board, the _____ Bank shall forthwith forward a check in the amount of \$ _____ to the Treasurer of the Town of Brookline.

The funds so forwarded to the Town Treasurer shall be used exclusively for the purpose of completing the improvements which are guaranteed by this letter of credit. Any funds not needed by the Town to complete improvements required by the site plan referred to above shall be returned to the _____ Bank.

Dated: _____

(Signature of Bank Official)

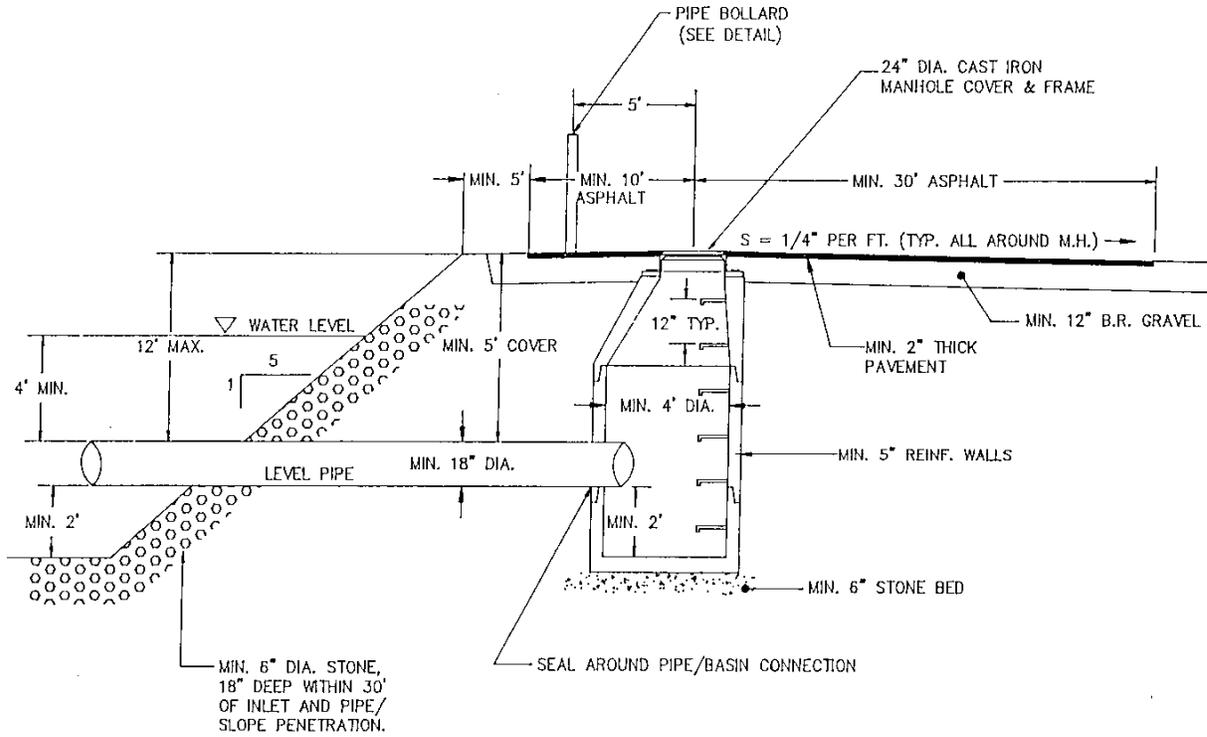
I have read this letter of credit and agree to its terms.

(Signature of Developer)

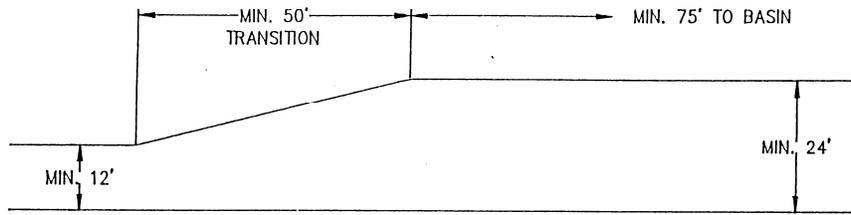
APPENDIX F: BROOKLINE FIRE DEPARTMENT DRAFTING BASIN SPECIFICATIONS

1. The pipe shall be either ductile iron or a galvanized corrugated metal pipe, minimum 18" in diameter, with bands at each coupling.
2. The pipe will be level from the pond to the basin with no bends in the pipe. Minimum pipe cover will be 5' to be well below the frost line.
3. The inlet pipe must be a minimum of 2' off the bottom of the water source.
4. There shall be a 2' sump below the invert of the basin pipe. The inlet pipe penetration into the draft basin shall be sealed to prevent silt infiltration.
5. The basin shall be a standard concrete manhole with a minimum 4' inside diameter and with minimum 5" reinforced concrete walls.
6. The basin will have a vertical wall from the bottom to the top at the steps location. Cast iron or aluminum steps shall be provided at maximum 12" on center, vertically, for the full height of the basin.
7. The base section will be a concrete structure having a solid bottom.
8. The top shall have a 24" diameter cast iron manhole cover and frame centered over the steps.
9. The lift of water shall not exceed 12' between the bottom of the pipe and the top of the manhole cover.
10. The manhole cover is to be flush with the ground level. A paved apron of asphalt, at least 2" thick, shall extend for 30' in front and 10' behind and to each side of the basin, and shall slope 1/4" per foot away from the cover.
11. There will be one bollard placed toward the pond side, 5' from the center of the manhole cover. The bollard shall be set 4' below ground level, in concrete and shall extend 4' above ground. (See attached detail.) The bollard shall be painted red.
12. A minimum of 12" of well compacted bank run gravel is required beneath the access road to the fire pond and basin. (See attached details.)
13. The vehicle pad shall be of sufficient length to permit convenient access to the basin when the pumper is set at 45 degrees to the road.
14. The area adjacent to the fire pond needs to have a place for a second fire truck to pump directly out of the pond.
15. All construction, backfill and grading materials to be in accordance with proper construction practices and acceptable to the fire department.
16. The basin shall be situated for year round all weather access and away from traffic. The location is to be approved by the Brookline Fire Department.
17. The contractor/developer shall provide a drawing of the location, design and elevation to the fire department for approval.
18. All permits and approvals are to be accomplished by the contractor/developer at their expense, prior to the start of any construction.
19. The basin must be tested by the fire department before final acceptance.

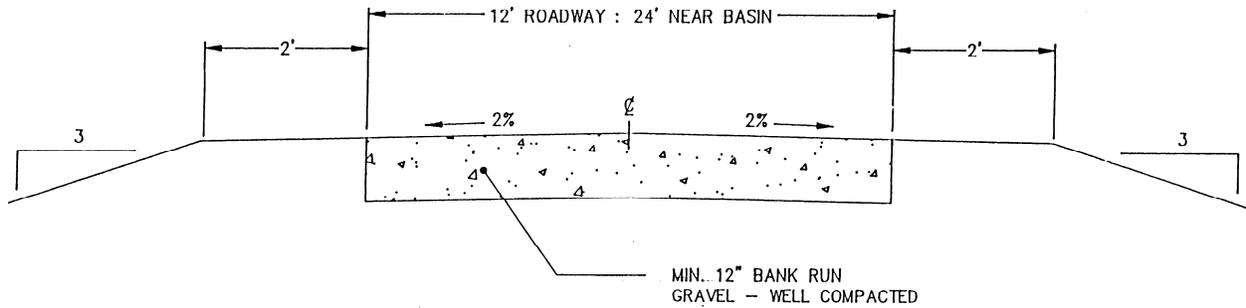
20. The contractor/developer shall notify the fire department at least 2 (two) business day before construction of the fire pond or basin.
21. The 50,000 gallon water source shall be completed and operational with approval from the board of fire engineers before any occupancy permits will be issued.
22. The contractor/developer is responsible for maintaining access to the pond and basin until acceptance of the road by the Town. Snowplowing shall be done at the same time the road is cleared.



DRAFT BASIN SECTION
Brookline Fire Department
(5-16-95)



PLAN

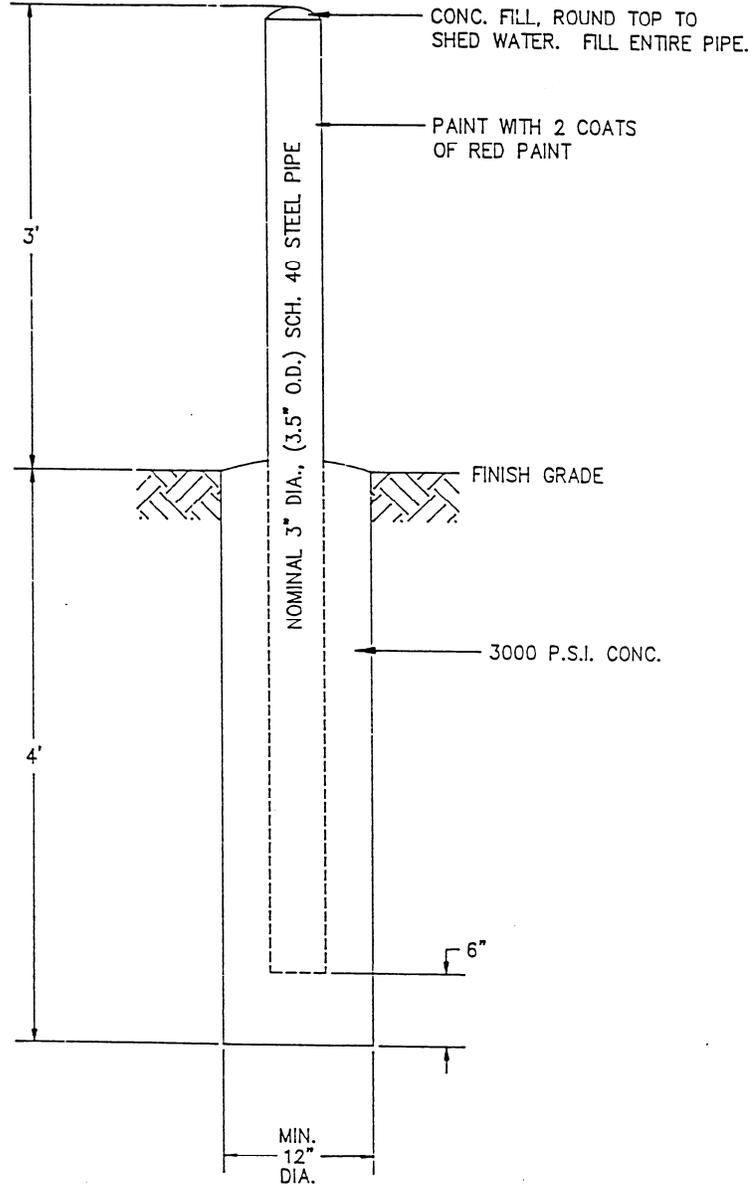


SECTION

DRAFTING BASIN ACCESS ROAD DETAILS

Brookline Fire Department

(5-16-95)



BOLLARD SECTION
Brookline Fire Department
(5-16-95)

APPENDIX G: BROOKLINE FIRE DEPARTMENT CISTERN SPECIFICATIONS

1. The Brookline Fire Department expects the design of a cistern to be trouble free and last a lifetime.
2. The minimum cistern capacity is to be 30,000 gallons.
3. The suction piping system is to be capable of delivering a minimum of 1,000 gallons per minute for three quarters of the cistern capacity. (Velocity and friction losses plus static head may not exceed 16 feet.)
4. The design of the cistern is to be submitted to the Fire Department for approval prior to construction. All plans must be signed and stamped by a professional structural engineer registered in the State of New Hampshire.
5. The entire cistern is to be rated for H-20 highway loading.
6. The attached drawings are only a guide and are not to be used as the design.
7. Each cistern must be sited to the particular location by a registered professional engineer and approved by the Fire Department.
8. Cast-in-place concrete is to achieve a minimum twenty-eight (28) day strength of 3,000 psi. It must be vibrated in place.
9. The concrete is to be mixed, placed, and cured without the use of calcium chloride. Winter placement and curing must follow the accepted ACI codes.
10. All suction and fill pipe is to be ASTM Schedule 40 steel. All vent piping is to be ASTM Schedule 40 PVC with glued joints.
11. All PVC piping is to have glued joints.
12. The final suction connection is to be 5" National Hose male thread. It must be capped with a hydrant cap with a safety chain. The safety chain shall be connected to the pipe so that the cap is not lost. (04/17/2008)
13. The filler pipe is to have a 4 inch Storz Coupling with a 90 degree elbow, cap and chain. The chain shall be connected to the pipe to prevent the cap from being lost. (04/17/2008)
14. The entire cistern is to be completed and inspected by a town engineer before any backfilling is done. The tank may then be backfilled but not covered for a four week leak test. (04/17/2008)
15. The completed cistern shall be guaranteed for 1 year from the date of acceptance by the town. This guarantee includes watertightness of the tank and all appurtenances associated with the operation of the cistern. The completed cistern will be inspected for compliance by the road inspector prior to the release of the maintenance bond, and a report to that effect will be submitted to the Town.
16. All backfill material shall be screened gravel with no stones larger than 1-1/2 inches and shall be compacted to 95% of maximum, ASTM 1557.
17. Bedding for the cistern shall be a minimum of 12 inches of 3/4 to 1-1/2 inch crushed, washed stone, compacted. No other fill shall be allowed under this stone.
18. The filler and vent pipes are to be 36 inches above finish grade. (04/17/2008)

19. The suction pipe connection is to be 20 - 24 inches above the level of the fire truck wheels when the cistern is in use.
20. Pipe bollards or minimum one (1) cubic yard boulders are to be placed 2 feet off each side and 12 inches in front of the suction pipe for the protection of the pipe. Bollards shall be set in concrete 4 feet below ground level and shall extend 10 inches above the suction pipe. (04/17/2008)
21. Suction pipe is to be supported by the top of the tank.
22. The base must be designed so that the cistern will not float when empty.
23. The perimeter of the tank at floor/wall joint is to be sealed with an 8 inch PVC water stop or equivalent.
24. Backfill over tank shall be:
 - a) 4 feet of fill; or
 - b) the top and highest 2 feet of the sides of the cistern shall be insulated with a vermin resistant foam insulation, minimum 2" thick, and 2 feet of fill.
25. All backfill shall extend 10 feet beyond the edge of the cistern, then maximum 3:1 slope, loamed and seeded.
26. After backfilling, the tank is to be protected by fencing or large stones.
27. The bottom of suction pipe to pumper connection vertical distance must not exceed 14 feet.
28. Pitch of shoulder and vehicle pad from edge of pavement to pumper connection must be 1 - 6% downgrade.
29. Shoulder and vehicle pad must be of sufficient length to permit convenient access to suction connection when pumper is set at 45 degrees to road.
30. All construction, backfill, and grading material is to be in accordance with proper construction practices and acceptable to the Fire Department.
31. All horizontal suction piping must slope slightly uphill (1 - 3%) towards the pumper connection.
32. Installer is responsible for completely filling cistern until accepted by the Fire Department. This includes refilling after each flow test until acceptance.
33. Two (2) "No Parking – Fire lane" signs must be installed. The placement of these signs will be one at either side of the cistern easement. (04/17/2008)

1. PRECAST MANHOLE MUST CONFORM TO LATEST ASTM C478 REQUIREMENTS.
2. REINFORCING STEEL TO CONFORM TO LATEST ASTM A185.
3. PROVIDE BITUMASTIC JOINTS.
4. MINIMUM CONCRETE STRENGTH TO BE 4000 PSI.

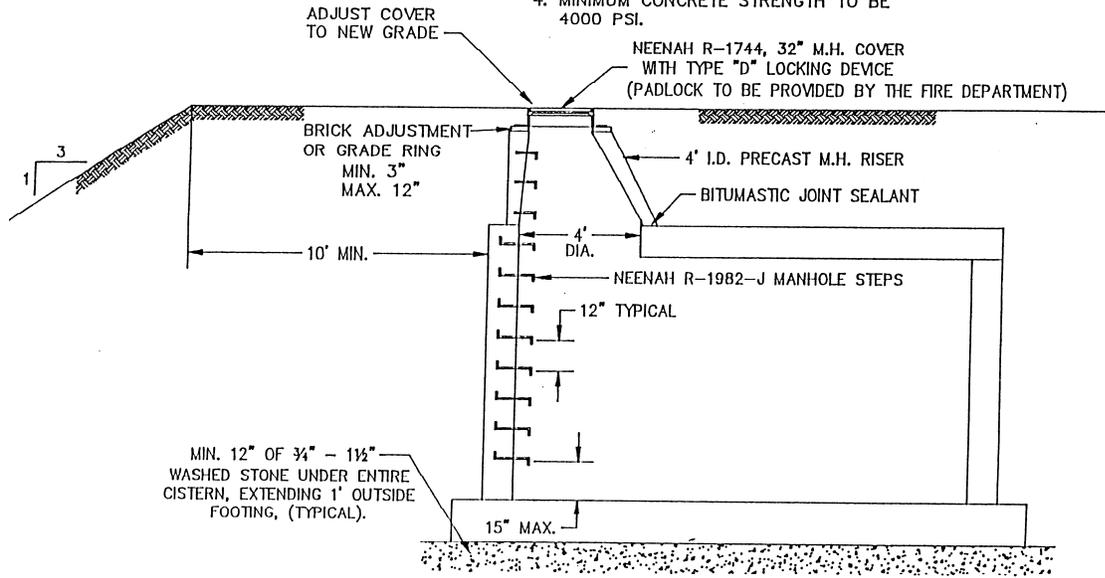
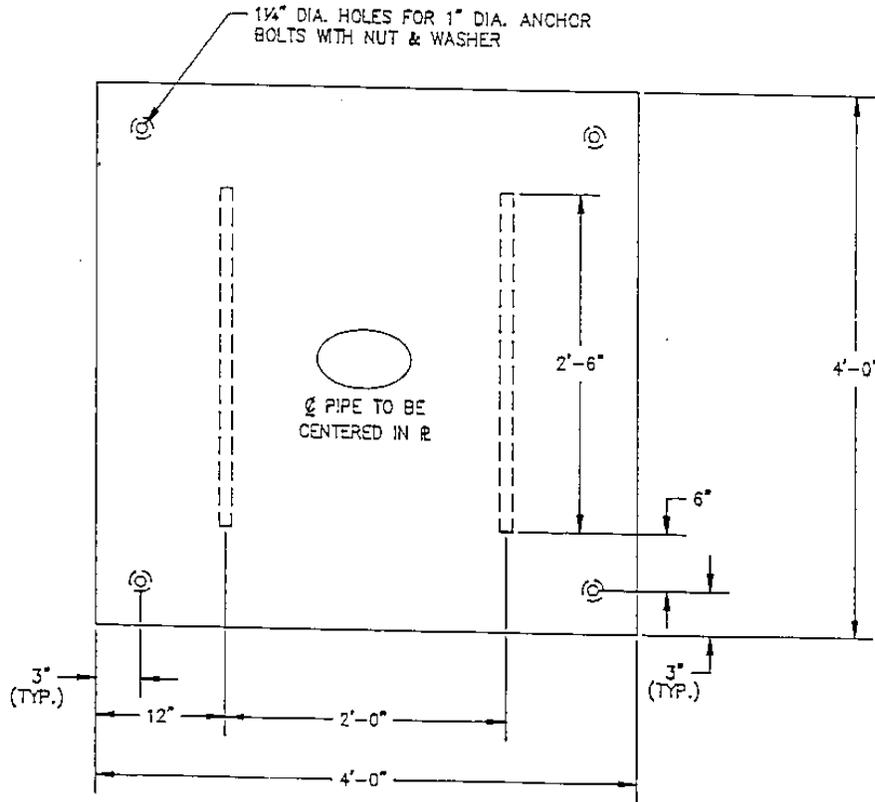
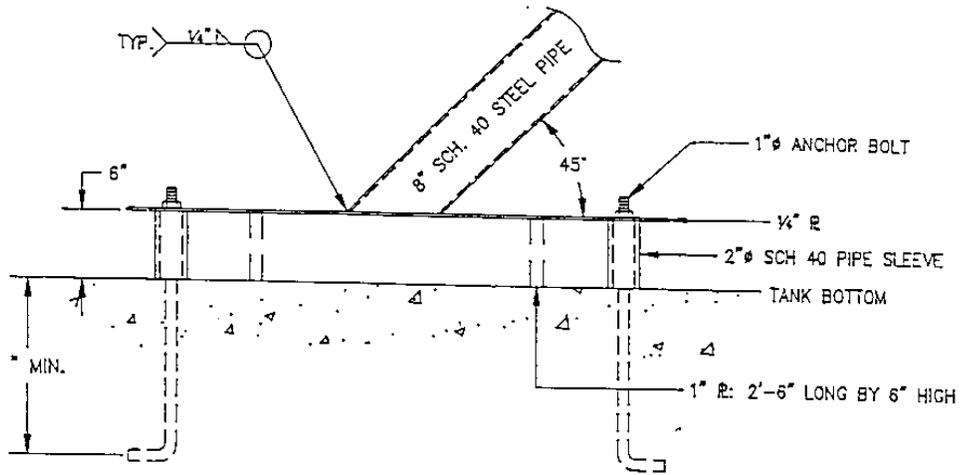
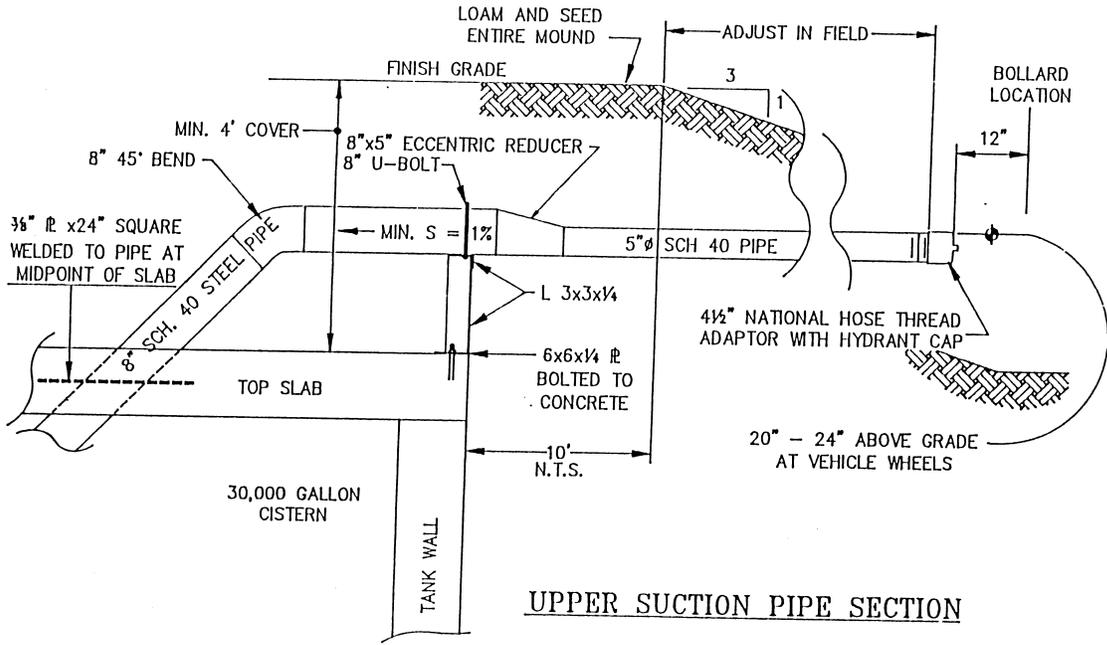


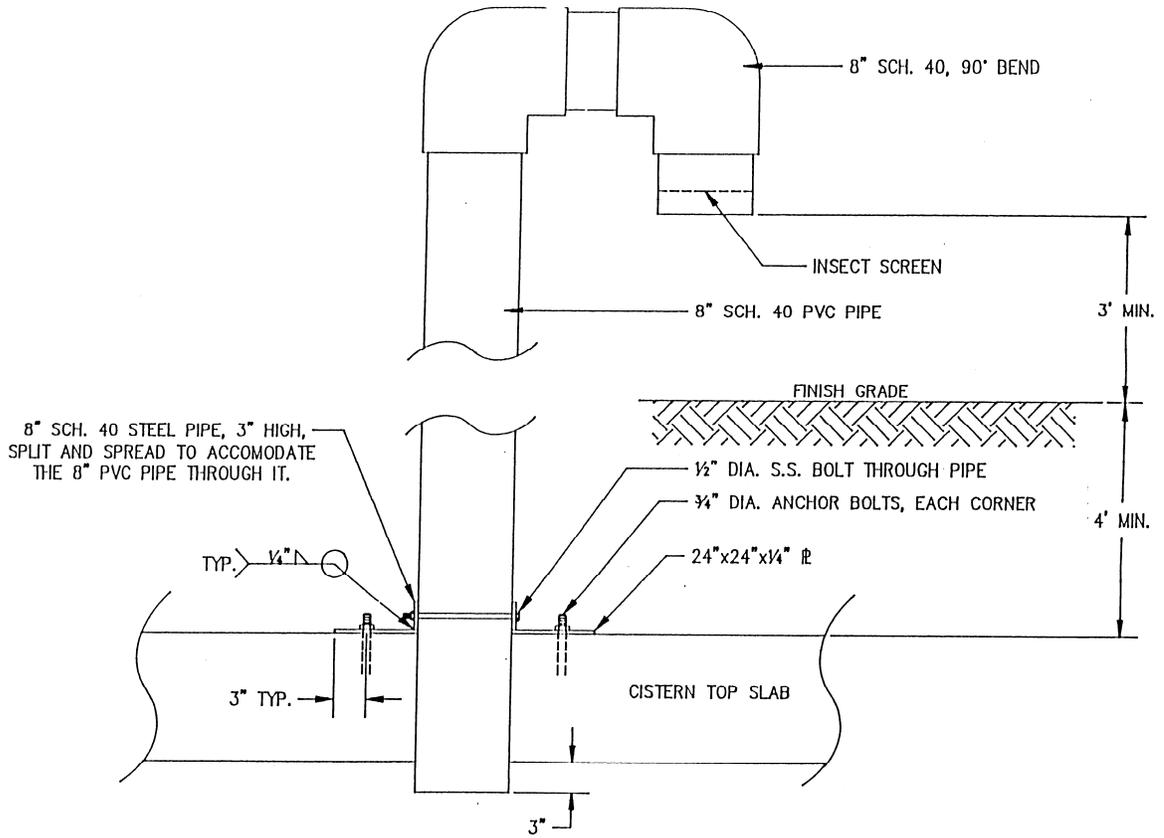
FIGURE 1



ANTI-VORTEX PLATE DETAILS

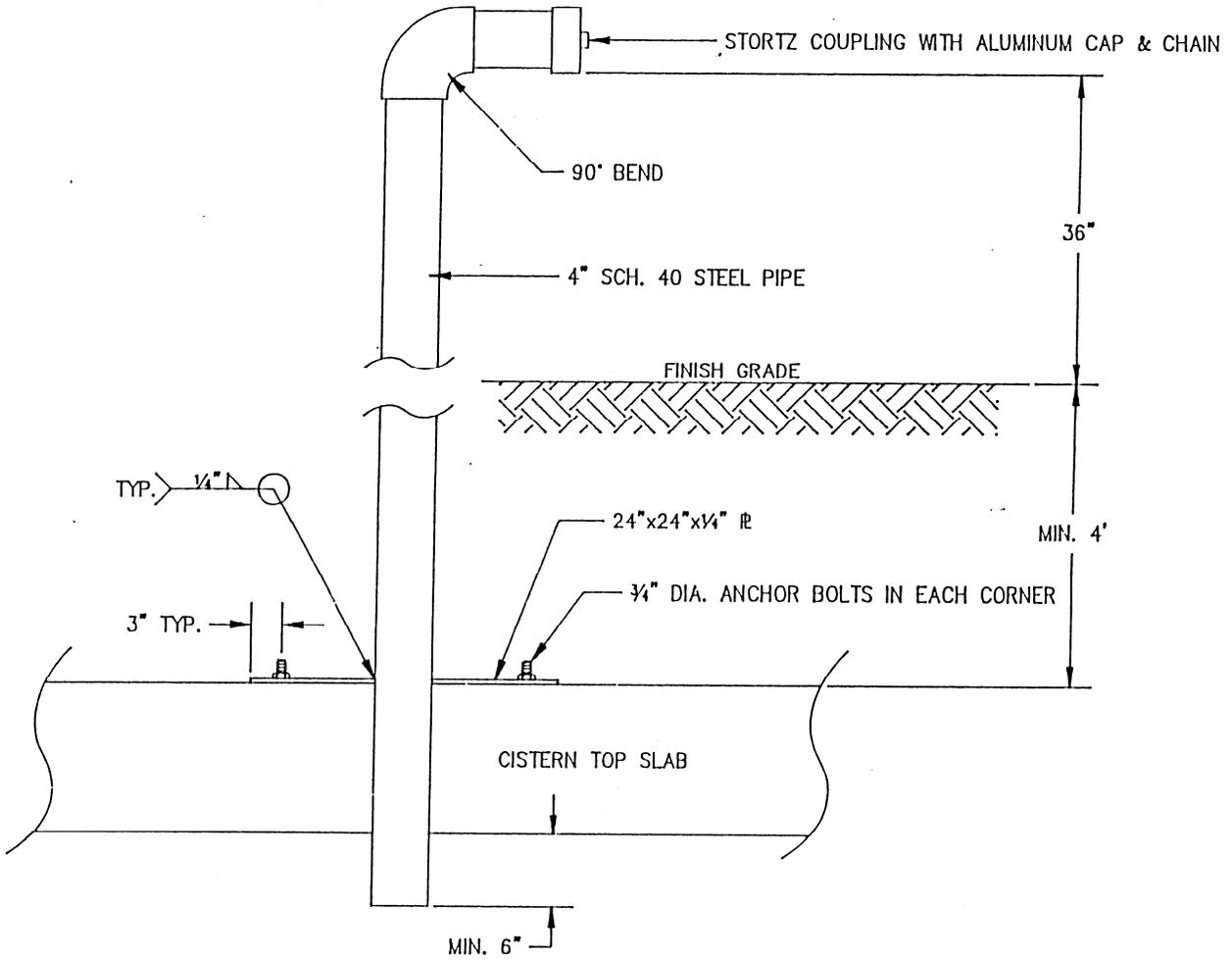
(1 REQUIRED)





VENT PIPE SECTION

(1 REQUIRED).



FILL PIPE SECTION
(1 REQUIRED)

APPENDIX H: SITE SEPTIC ASSESSMENT FORM

A. Property

1. Owner's Name: _____ Street: _____
City/Town: _____ State: _____
Zip Code: _____ Telephone: _____
2. Site Assessor's Name: _____ Designer Permit # _____
3. Lot Location:
City/Town: _____ Lot # _____ Tax Map # _____
Street: _____ Subdivision Name: _____
4. Brief Description of Property and Structures (incl. # bedrooms): _____

B. Lot Characteristics

1. Lot Size: _____
2. Slope: _____
3. Loading Capacity (calculated): _____
4. Water Supply: Well on Lot: _____ Municipal: _____ (name)
Community: _____ (name) Other: _____
6. Soil Type*: _____
6. Estimated Seasonal High Water Table*: _____
7. Scope of Review (e.g., written record only, on-site investigation, etc.) _____

8. Designer's Assessment of Site for Current Use of System: _____

**From US Soil Conservation Service maps or actual data, if available.*

C. Present Sewage Disposal System

1. Does the property currently have any sewage disposal system: Yes No
2. If yes, is the system state approved: Yes No

If **YES**, a copy of the approved plan, construction approval and operational approval must be attached to the original of this form. **Also**, an 8-1/2" x 11" sketch to scale or with dimensions shown of the lot, approximate property lines and approximate locations of abutters' septic systems and wells (with 75' well radius), if known, must be attached.

If **NO**, supply all available information on the type, capacity, age and location of the system, and include an 8-1/2" x 11" sketch to scale or with dimensions shown of the property and the location of the system. **Also**, an 8-1/2" x 11" sketch to scale or with dimensions shown of the lot, approximate property lines and approximate locations of abutters' septic systems and wells (with 75' well radius), if known, must be attached.

Note: *Env-WS 1022.03 PROVIDES THAT "HOLDING TANKS SHALL NOT BE APPROVED EXCEPT AS A REPLACEMENT FOR AN EXISTING SYSTEM IN FAILURE WHEN NO OTHER MEANS OF DISPOSAL IS PRACTICAL". HOLDING TANKS ARE NOT APPROVED FOR NEW CONSTRUCTION OR FOR EXPANSION OF EXISTING STRUCTURES.*

THE STATEMENT BELOW MUST BE SIGNED AND DATED BY THE OWNER.

The undersigned certify that we are the present owners of the property assessed and that we have reviewed the Site Assessment Form, and further certify that all information provided by us to the site assessor is true and correct to the best of our knowledge and belief.

Owner: _____ Date: _____
Owner: _____ Date: _____

THE STATEMENT BELOW MUST BE SIGNED AND DATED BY THE SITE ASSESSOR.

I, the undersigned, certify that I believe this assessment, as based on state laws and regulations, is accurate, complete and not misleading, and that information provided by me is true and correct to the best of my knowledge and belief, and that to the extent the assessment is based on information provided to me by others, that I believe the information is true and correct.

Site Assessor: _____ Date: _____

APPENDIX I: RESIDENTIAL SPRINKLER SYSTEM SPECIFICATIONS

BROOKLINE FIRE DEPARTMENT

1. **Requirements for approval to install:**
 - A. Submit drawings showing pipe sizes, lengths, and type of pipe used.
 - B. Submit a cut sheet and performance graph for the pump.
 - C. Submit sprinkler head cut sheets.
 - D. Submit pressure switch cut sheets.
 - E. Documentation of type and concentration of antifreeze solution used.
 - F. Submit 1 and 2 sprinkler head operating calculations.
 - G. Submit details of the tank size.
 - H. Provide a description of the tank type.

2. **Additional requirements for inspection approval:**
 - A. An attached garage shall be sprinkled.
 - B. The attic shall be sprinkled if utilities are present.
 - C. The pump shall have 10 PSI between off and on.
 - D. Closets shall NOT have sidewall heads.
 - E. Sprinkler heads shall be located from all heat sources per table 3-5,2.3 of NFPA 13-D.
 - F. The Tank shall have a level indicator.
 - G. A manual fill line shall be provided.
 - H. A vent for the tank shall be provided.
 - I. All sprinkler control valves should be locked-open.
 - J. A lock to the pump circuit breakers shall be installed.
 - K. A lock shall be provided to any pump power switches.
 - L. All wiring from the pump to the electric breaker panel shall be in metal conduit.
 - M. All bathrooms shall be sprinkled.

3. **Inspections:**
 - A. Pipe rough in. (if additional fittings or major changes are made from the approved Drawings, a new calculation sheet shall be required.)
 - B. Final Inspection and function test.

The Fire Department **must** be notified at least **five (5) working days** in advance for approvals and inspections.
(04/17/2008)

APPENDIX J: CONSTRUCTION & ARCHITECTURAL DESIGNS

(New Section – June 18, 2009)

Construction Design

The purpose of this Appendix is to provide for the harmonious and aesthetically pleasing development of the Town of Brookline and its environs (NHRSA 674:44,II(b)) and protect property values by enhancing the town's appearance and to provide guidance to applicants, design professionals and design review for Planning Board Members and Staff.

Goals:

- Promote attractive commercial, industrial (and multi-family) developments,
- Encourage high quality building design which maintains aesthetic character of a rural community,
- Bring forward alternatives to corporate franchise prototypes,
- Blend building design layout with other outside features (landscaping, signage, lighting, etc.) to produce attractive commercial environment,
- Avoid monotonous and bland buildings typical of strip commercial developments,
- Facilitate an atmosphere that integrates the needs of pedestrians with those of drivers.

Architectural Design

The Planning Board has expressed preferences for the following architectural details, which the applicant is asked to consider when preparing building designs:

- a. Consider separating large plate glass windows with mullions or muttons. Mirrored glass or colored metal panels are discouraged.
- b. Foundation walls should be exposed less than three (3) feet from finished grade.
- c. Pitched roof forms are encouraged and should be at least a 1:4 ratio. Gable, hip, shed, salt box, gambrel and mansard style roofs are encouraged. All roofs are encouraged to provide appropriate overhangs.
- d. Favored roof materials include asphalt or wooden shingles. Standing seam, copper or metal roofs may also be acceptable when appropriate to the design context.
- e. Long, unbroken expanses of roofs should be avoided through the use of dormers, chimneys, cupolas, and changes in ridgeline. Multiple roof planes of the same pitch are encouraged; roof planes of different pitches should be minimized.
- f. All rooftop mechanical equipment should be located so that the equipment is not visible at the nearest street right-of-way or to abutting residences. Screening may be accomplished through architectural treatments including walls, parapets, false chimneys, or cupolas.
- g. Brick, clapboard, stone, or tinted/textured architectural block are preferred for wall surfaces. EIFS, stucco, Texture 111, smooth-faced concrete block, and pre-fabricated steel panels are not encouraged but may be acceptable on side or rear elevations of buildings that are not exposed to public view.
- h. Colors that reflect a traditional New England palette are preferred.
- i. Neon tubing used as a feature, accent or trim on buildings is discouraged.
- j. Where buildings exceed 20,000 square feet of gross floor area on any single floor, facades should be articulated to reduce the massive scale and monotony of long, unbroken horizontal and vertical planes. Detail features should be crafted to provide visual interest and pedestrian scale.
- k. Horizontal façades greater than 100 feet in length are encouraged to incorporate wall place projections or recesses having a depth of at least 3% of the length of the façade and extending at least 20% of the length of the façade.

- l. Ground floor façades that face streets or other public ways are encouraged to provide display windows, arcades, entry areas, awnings or other such features along a minimum of 40% of their horizontal length. Single-tenant buildings with horizontal lengths in excess of 100 feet are encouraged to provide design elements such as archways or glass panels that could be converted to additional entryways for future re-use by multiple tenants.
- m. Where flat roofs are unavoidable due to the large size of a building, parapets or other architectural devices should be incorporated to conceal the flat roof. Overhanging eaves that extend more than 18 inches beyond the supporting walls are encouraged.
- n. Pedestrian amenities are encouraged, such as: benches, bike racks, sidewalks along building façades with customer entrance, and walkways connecting transit stops, parking lot crossing or street crossings.
- o. Consider pedestrian access connecting the property entrance to the main building.
- p. Sidewalks connecting existing developments and/or businesses to new developments should be proposed with the application.
- q. Create a sense of entry into the site and into major businesses within the site through landscaping, façade treatment and signage.
- r. The use of amplified Public Address (amplified PA) is prohibited if the site abuts developable residential property or property in residential use.
- s. An access easement should be proposed for potential public transportation bus stop area along the main corridor.
- t. Visit the Brookline Website (www.brookline.nh.us) for illustrations/examples of architectural, parking and pedestrian access designs.

Definitions

Arcade: A covered walkway consisting of a series of arches supported by columns or piers; a building or part of a building with the series of arches open to the street level; a roofed passageway, especially one with shops on either side.

Awning / Canopy: A roof-like structure often made of canvas or plastic that forms a shelter over a storefront, window, door or deck.

Cupola: A small structure that sits on a building roof; often featuring architectural elements such as domes or other ornamentation.

Display Window: A store window, typically facing the street, used to display merchandise for sale in the store.

Dormer: A vertically set window on a sloping roof; the roofed structure housing such a window.

EIFS: Exterior Insulation and Finish Systems ("EIFS") are a type of building product that provides exterior walls with an insulated finished surface, and waterproofing in an integrated composite material system.

Gable roof: A ridged roof with at least two slopes on each side which forms a triangular wall segment at the end of a double-pitched roof.

Gambrel roof: A symmetrical two-sided roof with two slopes on each side. The upper slope is positioned at a shallow angle while the lower slope is quite steep.

Mansard roof: Characterized by two slopes on each of its four sides with the lower slope being much steeper, almost a vertical wall, while the upper slope, usually not visible from the ground, is pitched at the minimum needed to shed water.

Mullions: A mullion is a structural element which divides adjacent window units. A mullion may also vertically divide double doors. Mullions may be made of any material, but wood and aluminum are most common, although stone is also used between windows.

Muntins: A strip of metal or wood separating and holding panes of glass in a window, sometimes referred to as “grilles”. Muntins can be found in doors and windows.

Muttons: Often misused to refer to mullions. The only difference is that muttons visually separate areas, where mullions structurally separate them.

Overhang: A projecting upper portion of a building such as a roof or balcony.

Parapet: A wall-like barrier at the edge of a roof or structure.

Pitched roof: A pitched roof is a roof structure where the roof leans to one side of the house. It is also known as lean-to roof.

Portico: A major porch, usually with a triangular, pediment roof supported by classical columns.

Salt Box roof: A long, pitched roof that slopes down to the back of a building.

Stucco: Material made of an aggregate (a broad category of coarse particulate material used in construction, including sand, gravel, crushed stone, slag, and recycled concrete), a binder (material used to bind together two or more other materials in mixtures. Its two principal properties are adhesion and cohesion), and water. Stucco is applied wet and hardens to a very dense solid. It is used as a coating for walls and ceilings and for decoration. Stucco may be used to cover less visually appealing construction materials such as concrete, cinder block.

Texture 111 (T-111): is an engineered wood siding made using wood products (such as sawdust, wood flakes, etc...) combined with bonding agents. The results offer a lightweight product that is very strong and still less expensive than natural wood.

Wall Plane: The wall plane is the exterior surface of a wall along the front and sides of a building. In order to minimize the mass and scale of larger structures and to encourage pedestrian-scale development along the public way, the impact of the wall plane should be reduced in height and width. Combined with architectural features and landscaping, the proportions of larger structures can appear to be more in scale with the context of the surrounding area.