



TOWN OF
BROOKLINE, NEW HAMPSHIRE

PLANNING DEPARTMENT

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BROOKLINE PLANNING BOARD MEETING POLICIES

Revised November 20, 2016

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 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. 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 Building Inspector and the Conservation Commission, if applicable and/or required by the Board.
- Any documents related to a conceptual discussion with the Board must be submitted at least 10 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.

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