Planning Board
Town of Brookfield, New Hampshire
Rules of Procedure

Adopted: May 10, 2004

I. AUTHORITY

1.1 These rules of procedure are adopted under the authority of New Hampshire Revised Statutes annotated, **Chapter 676:1**. They supersede any and all rules which may have been adopted in the past. The meetings and hearings may operate under Roberts Rules of Order.

1.2 The duties of the Planning Board shall include (but not be limited to) the Master Plan and update, zoning ordinances, subdivision regulations, site plan review regulations, boundary line adjustments or any other function in accordance with the laws of the State of New Hampshire, **RSA 674.**

II. MEMBERSHIP POLICY

2.1 With the exception of the ex-officio who is appointed by the selectmen, regular Planning Board members are elected and any resident of Brookfield may seek election. The policy of the Board is that all members are to fully participate in the activities of the Board and carry their fair share of the workload. The work of the Board is rather technical and requires knowledge of town and state regulations relating to land use and the underlying principles of land use planning. To help gain experience, the Board encourages people that are interested in serving to initially serve as alternates. Alternates are appointed by majority vote of the Board.

III. ORGANIZATION

3.1 Officers. The Planning Board, at its first regular meeting following the Annual Meeting of the town, shall be called to order by the Chair for the previous year if the Chair is still a member of the Board, otherwise by the Vice-Chair or the most senior regular member present in years of service on the Board. At this meeting, the regular members of the Board shall elect one of its regular members as Chair, and one as Vice Chair. It shall be incumbent upon each member to serve as an officer of the Board if elected by a majority of the members present at the annual organizational meeting. The Ex-Officio member is not qualified for either office, but as per RSA 672:5, the Ex Officio member shall be granted the power to make motions and vote as do regular members of the Board. The Chair being elected by the Board, may vote on any matter coming before the Board as may any other member. When the office of Chair or Vice Chair becomes vacant, the Chair shall announce the vacancy during a meeting: the vacancy shall not be filled until the next regularly scheduled meeting of the Planning Board following the announcement.

3.2 Members. The Planning Board shall consist of seven members. Six of these shall be elected for three-year staggered terms and one selectman of the town shall be chosen by the Board of Selectmen as an ex officio member with power to vote pursuant to **RSA 673**. When a member position becomes vacant, the Chair shall

announce the vacancy during a meeting; the vacancy shall not be filled until the next regularly scheduled meeting of the Planning Board following the announcement. If a vacancy exists, the remaining members of the Board shall appoint a new member to serve until the next election, at which time the vacancy will be put on the ballot. The term on the ballot shall be the remainder of the original term. Selection, qualifications, term, removal of members, filling of vacancies shall conform to **RSA 673:6**.

3.3 Alternates. Up to five alternate members may be appointed by the Board as authorized by **RSA 673:6, II** for a term of three years each. The terms shall be staggered in the same manner as the elected members pursuant to **RSA 673:5, II**. The Board of Selectmen may appoint an Alternate Ex-Officio to serve in the place of the Ex-Officio when that person is not present pursuant to **RSA 673:6, III**. Every alternate member appointed to the Board shall comply with the multiple membership requirements of **RSA 673:7**.

3.4 Oath of Office. Each newly elected or appointed (including re-elected or re-appointed) member or alternate shall be sworn in and take an oath of office as required by **RSA 42:1**. The town clerk is authorized to administer the oath.

3.5 Resignation. A member or alternate who chooses to resign from the Board or the office of Chair or Vice Chair shall submit a written letter of resignation. The Board shall accept the resignation via a motion and vote.

IV. DUTIES OF OFFICERS

4.1 Chair Person.

4.1.1 The Chair shall preside over all meetings and hearings (including any joint hearings with the ZBA), encourage attendance at hearings by a quorum, appoint such committees as directed by the Board and shall sign documents in the name of the Board.

4.1.2 The Chair shall write a report detailing Board accomplishments for the annual Town Report. Also the Chair shall prepare a budget with the advice and consent of the Board, and negotiate with the Board of Selectmen for its inclusion in the town warrant.

4.1.3 The Chair shall be responsible for the preliminary review of applications for completeness. Applications with obvious deficiencies shall be returned with a letter identifying the deficiencies and a description of the conditions and requirements necessary to be considered as an acceptable complete application. This task may be delegated.

4.1.4 The Chair shall be responsible for the employment and supervision of an Administrative Assistant pursuant to **RSA 673:16** who shall maintain a record of all meetings, transactions and decisions of the Board, and perform such other duties as described below, or as the Board may direct by resolution.

4.1.5 The Chair shall determine the hours, salary and duties of the Administrative Assistant in consultation with the Board of Selectmen.

4.1.6 In the absence of the Administrative Assistant, the Chair shall appoint a secretary pro term to keep records of the meeting.

4.1.7 The Chair, with the assistance of the Administrative Assistant, shall prepare and issue a meeting agenda to all Board members 72 hours prior to each meeting. Agendas to be posted on the exterior Town Office and Stoneham Corners bulletin boards and the Town of Brookfield web site.

4.1.8 The Chair, with the assistance of the Administrative Assistant, shall assist the Town Clerk in maintaining an up-to-date binder of the Master Plan, ordinances, regulations, and amendments thereto. This applies to subdivision and site plan regulations, historic district regulations, building codes, as well as the master plan. These documents, Master Plan, regulations and amendments shall not be legal or have any force and effect until copies are certified by a majority of the Planning Board and filed with the Town Clerk. **(RSA 675:6, III)**. Ordinances are valid and enforceable when passed by the legislative body.

4.1.9 The Chair shall be responsible for having the Zoning Ordinance updated to include all amendments passed by the Town by ballot within 30 days of the Town Meeting. Updated copies of the Zoning Ordinance shall be available to the public and distributed to Town officials and other agencies within this 30 day period.

4.1.10 The Chair shall be the sole spokesperson for the Board when dealing with outside entities such as other Boards, the press, legal counsel, and planning consultants outside of Board meetings. When appropriate the Chair shall seek the counsel of the Board.

4.1.11 The Chair may expend up to and including $100.00 (one hundred dollars) for Planning Board purposes without the prior approval of the Board.

4.2 Vice Chair Person.
4.2.1 The Vice Chair shall preside in the absence of the Chair and shall have the full powers of the chair on matters which come before the Board during the absence of the chair.

4.2.2 The Vice Chair shall be responsible for developing, maintaining and implementing a suitable training program for new members and alternates.

4.2.3 The Vice Chair shall be responsible for keeping all members abreast of ongoing educational opportunities that would be beneficial to members and serve the needs of the Board.

4.3 Term of Office. All officers shall serve for one year and shall be eligible for re-election.

V. DUTIES OF MEMBERS AND ALTERNATES

5.1 Member Responsibilities.
5.1.1 Members are expected to attend each meeting of the Board to exercise their duties and responsibilities. **Any member unable to attend a meeting shall notify the chair as soon as possible**.

5.1.2 Members and alternates will receive material pertaining to application, site plan,

boundary adjustment and subdivision documentation prior to the scheduled meeting at which the application will be heard. Members should make every effort to inspect the site in question before the hearing by making a site visit or drive-by. See Section **VII**.

5.1.3 Members shall participate in the decision making process and vote on all motions except in those cases where the member has a conflict of interest or is disqualified.

5.1.4 Members shall not respond to any attempt by a non-Board member to review or discuss the merits of a case while it is before the Board, and they shall not respond to invitations for personally guided site visits. Members shall not discuss the substance of a case with other members outside of the public hearing.

5.1.5 Members shall be familiar with and understand these Rules of Procedure, the Master Plan, Zoning Ordinance, Building Regulations, Site Plan Review Regulations, Subdivision Regulations, Driveway Regulations, and Title LXIV of the New Hampshire Revised Statutes (**RSA 671 thru 677**). In addition they should be familiar with the basic principles of land use planning to aid in interpreting the regulations in specific cases.

5.1.6 New members who have not been alternates shall immediately embark on a training program overseen by the Vice Chair. It is strongly recommended that members attend training seminars sponsored by the New Hampshire Office of Energy and Planning, the regional planning commission, the Local Government Center, or their equivalent. Expenses will be paid by the Board. Whenever possible new members are encouraged to ask questions about matters they do not understand.

5.2 Alternate Responsibilities.

5.2.1 Alternate members shall attend all regular meetings and stand ready to serve whenever a regular member of the Board is unable to fulfill his/her responsibilities. **Any alternate member unable to attend a meeting shall notify the chair as soon as possible**.

5.2.2 Alternates are encouraged to inspect sites in question before hearings and familiarize themselves with the workings of the Board.

5.2.3 An alternate's most important duty is to become educated in the area of land use planning and regulation as it applies to Brookfield. To that end the alternate should become familiar with the documents enumerated above and with the basic principles of land use planning. Alternates shall participate in the Board's training program as established by the Vice Chair which may include training sessions sponsored by the Office of Energy and Planning, the regional planning commission, the Local Government Center, or their equivalent. The training of alternates shall be overseen by the Vice Chair.

5.2.3 When alternates are not serving in place of a member, they may participate in hearings by asking questions, but shall not join in the discussion during deliberations. Alternates may participate and vote in administrative matters such as approving minutes and setting meeting times if they are appointed in that meeting to serve in place of a regular member.

5.2.4 As the planning review process often stretches over several meetings, the fact the "…alternate may sit at one meeting, or even at a public hearing may not be a compelling

argument for having the alternate sit during subsequent discussions of the proposal. A rule of common sense would seem to be in order. If an alternate sat during most of the meetings on the petition then that alternate should as a matter of practicality, but not necessarily as a matter of law, sit on the final meeting when the matter is voted upon." *New Hampshire Practice: Land Use Planning and Zoning, 3rd ed., Vol.15 27.07*, p.362.

5.2.5 If an alternate member indicates by behavior or absenteeism a lack of interest in serving the Board, the Board may, by a majority vote, request his/her resignation. Failure to resign may result in removal by the Board of Selectmen under the terms of **RSA 673:13**.

VI. DUTIES OF THE ADMINISTRATIVE ASSISTANT

6.1 General. The Administrative Assistant shall be responsible for the following tasks during and after meetings.

- Post meeting notices and publish the agenda.
- Distribute the last meeting minutes draft and other related correspondence to the Board members and alternates one week prior to the meeting.
- Attend meetings taking notes of meetings for minutes, documenting map and lot numbers of properties discussed at Planning Board meetings.
- Type minutes (draft copy must be available to the public; i.e., placed in the public access binder within the Town Offices within five (5) business days.)
- Correct minutes after draft review by Chair and by the Board, and file paper copies in the Planning Board File and in the public access binder.
- Display agendas, minutes and regulatory documents on the Town Website. All signatures, phone numbers and email addresses shall be redacted from documents displayed on the Town Website, exclusively.
- Open Planning Board mail and determine to whose attention it should be brought. Mail items that may have an impact on the Board's agenda should be brought to the attention of the Chair.
- When requested, the Administrative Assistant shall provide notification of <u>all</u> public hearing zoning changes to property owners. See 6.2.3 for details.
- Other duties the Board may deem necessary.

6.2 Hearing Preparation.

6.2.1 The Administrative Assistant shall prepare for Site Plan Review and Subdivision Hearings as follows:

- Collect application and supporting documentation, verify the abutters list, and start a file.
- Assign a Case Number and identify parcel Tax Map Number and Lot Number(s).
- Copy the application fee check and pass it to the Board Chair.
- Assist Chair with scheduling.
- Have notice published in Granite State News or Foster's Daily Democrat.
- Send notices to abutters by certified mail (return receipt requested).

6.2.2 The Administrative Assistant shall prepare for Zoning Boundary changes and Minimum Lot Size changes within a zoning district accordingly:

- Collect supporting documentation, verify the affected property owners and start a file.
- Assign a Case Number and identify parcel Tax Map Number(s) and Lot Number(s).
- Assist Chair with scheduling.

- Have notice published in Granite State News or Foster's Daily Democrat.
- In instances where one hundred or fewer properties are affected by the change, send notices to property owners by first class mail. **Note: this notification requirement does not apply to petitioned zoning amendments (RSA 675:7,I).**

6.2.3 The Administrative Assistant, upon request, shall supply notification of <u>all</u> public hearings regarding proposed zoning changes accordingly:

- All requests must be documented and signed on the Public Hearing Notification Form.
- The administrative assistant shall maintain a list of property owners who have requested to be notified of public hearings related to all Zoning Ordinance changes. Annually the administrative assistant shall submit a copy of the Public Hearing Notification List to the Assessor Clerk to verify that those on the list are current property owners. The name of any person who is no longer a Brookfield property owner shall be purged from the list.
- Notices shall be sent either electronically or by first class mail. Such notices shall be provided without charge to the recipient. **Note: this notification requirement does not apply to petitioned zoning amendments (RSA 675:7,I).**
- Notices shall include a statement of *the proposed changes to the zoning ordinance, the areas affected, and any other information that improves public understanding of the proposal in easily understood language* **(RSA 675:7,II).**

6.3 Hearing Conclusion.

6.3.1 Subdivision/Annexation:

- Send mylar to Registry and retain four (4) signed paper copies
- Distribute 4 copies after recording information returned from Registry and added to the four (4) copies:
  1. one copy to Cartographic Associates, Inc. via the Town Assessor Clerk
  2. one copy for Planning Board File
  3. one copy to Assessor Clerk (to be placed in property file)
  4. one copy to the Owner/Agent/Applicant
- Assist Chair with preparation of the Notice of Decision and post as required by state law.

6.3.2 Site Plan Review:

- File plat in Planning Board file
- Assist Chair with preparation of the Notice of Decision and post as required by state law.
- File bonds/letters of credit in the case file

6.4 Miscellaneous.

- Shall forward to the Town Clerk and the Selectmen the appointment /election and expiration dates of the terms of each member of the Board. The Town Clerk shall record such information.
- Shall assist the Chair in the filing with the Brookfield Town Counsel , Town Clerk and Office of Energy and Planning in accordance with **RSA 675:8 and 675:9** the master plan and all zoning ordinances, subdivision regulations, site plan review regulations, building codes and adopted amendments to these ordinances and regulations.

- Maintain a complete index of all Board discussion and hearing notes, Board meeting minutes and correspondence pertaining to each application in a separate application file.
- Keep a supply of published regulations, forms, and schedules ready for distribution to the public
- Assist potential applicants by supplying forms and answering questions.
- Maintain office hours of a minimum of two (2) hours prior to all regularly scheduled Planning Board meetings in order to provide assistance as necessary to the public. Conduct administrative tasks, as needed, during this time frame. Should a regularly scheduled meeting fall on a holiday, the office will be closed.
- Maintain file of bonds and letters of credit. Inform Chair two months prior to expiration.
- Maintain computer files of all Board documents and forms.
- Maintain office supplies required for Board use.
- Other duties the Board may deem necessary.
- Submit an hourly time sheet on a timely basis to the chair.

VII. SITE VISITS

7.1 Site Visit. A "site visit" is defined as a visit by the Board or a member of the Board to a location which is the subject of an application before the Board, and involves going onto the property or visiting areas which are not customarily available for public inspection. Site Visit is further defined in Article X, Definitions of the Brookfield Zoning Ordinance.

7.2 Drive-by. A "drive-by" is defined as a visit by the Board or a member of the Board to locations which include a view of a site from an adjoining public highway or other observation point that can be made without entering on the property.

7.3 Request. When the Board deems it necessary for the adequate consideration of an application, the Chair shall request the applicant to allow a site visit by the Board or Board members. At the same time, the Chair shall ask if unaccompanied visits will be permitted.

7.4 Scheduling. The chair shall schedule a site visit for Board membership, and it shall be noticed as a meeting of the Board in accordance with RSA 91-A:2. If unaccompanied visits are permitted, members may visit individually at the discretion of the Chair.

7.5 Minutes. Records of minutes of site visits shall be read into the minutes of the next regularly scheduled Planning Board meeting.

VIII. MEETINGS

8.1 Meetings.

8.1.1 Regular meetings shall be held at the Brookfield Town Office Building on Wentworth Road (Rt. 109) at 6:30 p.m. on the third Thursday of each month. Any permanent change to the place, date, or time of regular meetings shall be made by amending this document and giving public notice as required by law**.** If a special meeting is needed, the Board may meet at a place, date and time specified by the chairperson.

8.1.2 Normally, no new public hearing or business shall commence after 9:00 p.m., but will be continued until the next scheduled Board meeting. The Board may, at its sole discretion, waive this provision by majority vote.

8.1.3 Other meetings which involve a hearing may be held on call of the Chair provided the public notice requirements for a hearing have been met. For a non-regular meeting with no hearing, Board members and alternates shall be informed at least 48 hours in advance and a notice shall be posted in two (2) public places, i.e. exterior Town Office Bulletin Board and Stoneham Road Bulletin Board no less than 24 hours prior to the meeting excluding Sundays and legal holidays as per **RSA 91-A:2, II**.

8.1.4 Special meetings may be called by the Chair or in her/his absence, by the Vice-Chair, or at the request of three members of the Board provided public notice and notice to each member of the Board is given 48 hours in advance of the time of such meeting. The notice shall specify the purpose of the meeting.

8.1.5 Non-public sessions shall be held only in accordance with **RSA 91-A:3**.

8.2 Addressing the Board.
8.2.1 All communications to and within the Board shall be made through the Chair. Before speaking, any person not on the Board who is recognized by the Chair shall state his/her name and address.

8.2.2 Members of the public wishing to address the Board shall apply for a hearing or contact the Chair to request to be placed on the agenda. Members of the public are encouraged to address the Board on the matter at hand during the public input section of a hearing. At the discretion of the Chair, a person may address the Board at any other time.

8.2.3 The Chair shall rule as being out of order any person who is talking about matters not under discussion, who is making a point more than once, or is disruptive, and order them to cease and yield the floor.

8.3 Quorum and Voting.
8.3.1 A quorum for all meetings of the Board shall be four members, including alternates sitting in place of members.

8.3.2 If any regular Board member is absent from any meeting or hearing, or disqualifies himself/herself from sitting on a particular case, the chair shall designate at the beginning of the meeting or hearing one of the alternate members to sit in place of the absent or disqualified member, and such alternate shall be, in all respects, a full member of the Board while so sitting.

8.3.3 The Alternate Ex-Officio, a Selectman, shall sit in the place of the Ex-Officio when he/she is not present, and shall not sit in the place of any regular member.

8.3.4 Proposed decisions by the Board shall be put forth in the form of a motion. A motion, duly seconded, shall be carried by a majority of members qualified to vote and voting in the affirmative. Only members who are present are qualified to vote. “Member” includes the Chair and any alternates sitting in the place of members.

8.4 Code of Conduct
8.4.1 Board members (and staff, if any) shall not use their position for a purpose that is, or gives the appearance of being, motivated by a desire for personal benefit or private gain for themselves or others, particularly those with who they have family, business, organizational, or other ties.

8.4.2 Board members (and staff, if any) who are abutters to a property as defined by **RSA 672:3,** or who have a financial interest in a property, shall not participate in any discussion, hearing, or other consideration by the Board which involves the property.

8.4.3 Board members (and staff, if any) shall not participate in the preparation or administration, monitoring, approval, or payment of any grants or contracts made to, or by, the Board, if a real or apparent conflict of interest would be involved.

8.4.4 In conformance with **RSA 673:14**, no member of the Board shall sit upon the hearing of any question which the Board is to decide, if that member has a direct personal or pecuniary interest in the outcome which differs from the interest of other citizens, or would be disqualified for any cause to act as a juror upon the trial of the same matter in any action at law.

8.4.5 When uncertainty arises as to the application of these provisions to a Board member in particular circumstances, the Board shall, upon the request of that member or another member of the Board, vote on the question of whether that member should be disqualified. Any such request and vote shall be made prior to or at the commencement of any required public hearing. Such a vote shall be advisory and non-binding, and may not be requested by persons other than Board members, except as provided by local ordinance or by procedural rule adopted under **RSA 673:14 II** and **RSA 676:1**.

8.4.6 If a member of the Board is disqualified or unable to act, or recuses herself/himself in any particular case before the Board, the Chair shall designate an alternate to act in place of the disqualified, inactive, or recused member, as specified by **RSA 673:11**.

8.4.7 Any member of the Board who may have an apparent, potential, or actual conflict of interest with respect to any deliberations or matters before the Board, shall recuse herself/himself from the Board while such matters are being considered or acted upon.

8.4.8 When a member of the Board recuses herself/himself, he/she shall leave the table and may sit in the audience. He/she may address the Board as would any member of the public in an orderly manner. He/she shall not participate in the deliberations of the Board and shall remain recused should the matter come before the Board at a later time.

8.5 Order of Business. The order of business for regular meetings shall be as follows:
1. Call to order by the Chair.
2. Roll Call by the Secretary.
3. Appointment of Alternates.
4. Review and approve minutes of the previous meeting.
5. Public Hearings.
6. Application Submissions, Review, Approvals.

7. Comments from the Public.
8. Deliberations.
9. Selectmen's Report.
10. Committee Reports.
11. Old Business.
12. New Business.
13. Announcements/Correspondence.
14. Other Business.
15. Adjournment.

The order of business may be changed at the discretion of the Chair or by a majority of the Board.

8.6 Voting. A motion, duly seconded, shall be carried by an affirmative vote of a majority of the Board members present. Voting shall be recorded in the minutes.

8.7 Non-Public Sessions. In general the Planning Board shall conduct all business in public session. However, there may be occasions where a non-public session is required, and as such non-public sessions shall comply with **RSA 91-A**. The motion to enter into non-public session shall cite the specific authorizing provision **of RSA 91-A**. A roll call vote shall be required prior to entering a non-public session. Minutes of the session shall be kept, and shall be made available to the public in accordance with New Hampshire State Law unless 2/3 of the Board members vote to seal the records. However, the Board shall release the records of the non-public session as soon as it is appropriate to do so pursuant to **RSA 91-A**.

IX. PRELIMINARY CONCEPTUAL CONSULTATION

9.1 This **optional** meeting shall be considered as a review of the basic concept of an applicant's proposal and suggestions forthcoming from Board members might be of assistance in resolving potential problems in meeting requirements during final consideration. The Board and applicant may discuss proposals in conceptual form only and in general terms such as desirability of types of development and proposals relative to Brookfield Ordinances, Regulations and the Master Plan. The presentation to the Board of new surveys, engineering plans, or similar materials shall require the Design Review process to be followed, so the Chair must be careful to keep these discussions at a general level. Typically, maps from the Master Plan, tax maps, county soil survey maps and the like are acceptable levels of generality upon which to base these discussions. Such consultation shall not bind either the applicant or the Board, and statements made by Board members shall not be the basis for disqualifying said members or invalidating any action taken. Such discussions may occur without the necessity of giving formal public notice, but such discussions may occur only at formal meetings of the Board. **Preliminary conceptual consultation meetings are optional, but recommended, to the applicant.**

X. PRE-APPLICATION DESIGN REVIEW

10.1 Pursuant to **RSA 676:4,II**, the Planning Board and applicant may engage in non-bonding discussions beyond conceptual and general discussions, addressing more specific design, planning and engineering details, provided that the:

- Applicant submits a request for Pre-Application Review at least 15 days before the meeting of the Board at which the application will be discussed, and

- The Planning Board notifies abutters and the public 10 days prior to the public meeting at which the proposal will be discussed.

10.2 The objective of Design Review is to provide the Board with an opportunity to understand what is being proposed, and for the applicant to understand the concerns of the Board, the abutters, and the general public. **Design Review meetings are optional, but recommended, to the applicant.** Such meetings can be helpful in identifying and resolving problems prior to major design investments by the applicant, and save time for all parties involved prior to the submission of a final Application.

10.3 Statements made by Board members during the Design Review meeting **cannot** be the basis for disqualifying said members during review of the completed Application or for invalidating any future action of the Board.

10.4 The applicant shall pay appropriate public notice and administrative fees as specified in the Design Review application, and shall provide all required materials and information required for public notice. A Pre-Application Design Review application can be found in Appendix B.

XI. SITE PLAN REVIEW

11.1 Pursuant to RSA 674:43, a site plan review is the process of approving or disapproving a plan for development or change of use or expansion of use of tracts of land for non-residential uses or for multi-family dwelling units. Such a plan for land development may or may not include a subdivision. If it does include a subdivision, then a separate application must be submitted for the subdivision under Brookfield Subdivision Regulations.

11.2 Consideration or action on a plat or application submitted for approval is set forth in the Brookfield Subdivision and Site Plan Review Regulations and must meet the minimum requirements of **RSA 676:4**.

11.3 If a proposed development requires a site plan review by the Board, an Application for Site Plan Review must be filed with the Board accompanied with the required fees, abutters names and addresses and related supportive documentation as described below and found within the application forms. Application and review procedures follow.

XII. APPLICATIONS TO THE PLANNING BOARD

12.1 Applications for hearing before the Board shall be made on forms provided by the Board. The application forms are part of these Rules of Procedure and are to be found in the Appendices. An applicant shall present the required form(s) to the Administrative Assistant of the Planning Board, or the Board's agent, who shall sign and record the date of receipt.

12.2 Applications shall be filed with the Administrative Assistant or the Planning Board's agent at least 15 days prior to the meeting at which the application will be considered for acceptance pursuant to **RSA 676:4, I (b)**.

12.3 Notice shall be given and published as required by **RSA 676:4, I(d)**, ten days exclusive of the day of posting and the day of the meeting, before a complete application is submitted to the Planning Board for consideration.

12.4 The Planning Board shall determine by a majority vote whether to accept an application as complete. Applications determined to be complete shall be scheduled for public hearing within thirty (30) days of acceptance or at the next regular meeting where notice requirements of **RSA 676:4,I (b)** can be met. If an application is complete and accepted by the Board as per **RSA 676:4.I(c)** and all notices have been published, all abutters notified, and all fees paid, the board may hold the public hearing at that same meeting at which it is accepted as complete. The application shall remain under active consideration on the Board's agenda until final action is taken.

12.5 Upon determination by the Board that an application is incomplete, the Board shall notify the applicant of the determination in accordance with **RSA 676:3**, and describe the information, procedure and/or other requirement necessary for the application to be complete.

12.6 Completed applications may be approved, conditionally approved, or disapproved.

12.7 When an application is accepted as complete, the Board must act on the application within 65 days.

12.8 As provided by **RSA 676:4 ,I (f**), the Board may apply to the Board of Selectmen for an extension before acting to approve or disapprove an application; or the applicant may waive the requirement for Planning Board action within the time period specified by law.

XIII. PUBLIC NOTICE

13.1. Public notice shall be given by posting in three (3) public places, including the exterior Town Office Bulletin Board, the Stoneham Corners Bulletin Board and Town web site.

13.2 Pursuant to RSA 672:3 and RSA 676:4, I (d), personal notice of the date upon which the application will be formally submitted to the Board, and of public hearings on the application, shall be made by the applicant, using certified mail, return receipt requested, not less than ten days exclusive of the day of posting and the day of the meeting prior to the date fixed for submission and consideration of the application to the Board (exclusive of the day of the meeting). The notice to abutters shall be required in accordance with RSA 672:3.

Notice to holders of conservation, preservation, or agricultural preservation restrictions, and to any professional, including every engineer, architect, land surveyor, or soil scientist whose seal appears on any plat shall be required in accordance with RSA 676:4, I (d).

13.3 Notice requirements of public hearing(s) may be combined if the date(s) of the public hearing(s) are stated in the notice, and if the notice also states that if the application is accepted as complete, a public hearing may commence on the merits of the application.

13.4 Pursuant to RSA 675:7, any person owning property in the municipality may request notice of all public hearings on proposed amendments to the zoning ordinance, and the municipality shall provide notice, at no cost to the person, electronically or by first class mail. To request notice, a property owner shall submit the Public Hearing Notification Form to the Administrative Assistant.

13.5 Pursuant to RSA 675:7, if a proposed amendment to a zoning ordinance would change a boundary of a zoning district and the change would affect 100 or fewer properties, notice of a public hearing on the amendment shall be sent by first class mail to the owners of each affected property. If a proposed amendment to a zoning ordinance would change the minimum lot sizes or the permitted uses in a zoning district that includes 100 or fewer properties, notice of a public hearing on the amendment shall be sent by first class mail to the owner of each property in the district. Notice by mail shall be sent to the address used for mailing local property tax bills. A good faith effort and substantial compliance shall satisfy the notice by mail requirements. Petitioned amendments as authorized in RSA 675:4 shall not be subject to notification by mail requirements.

13.6 Public notice for a hearing shall be given ten or more days before the hearing, exclusive of the day of the posting and the day of the meeting. The notice shall be posted on the bulletin boards, the town website, and published in the newspapers. The full text of the subject of the hearing need not be placed in the notice, but the notice shall give a clear description of the matter and state where the document may be reviewed. The notice shall also state the date, time, and place of the hearing.

XIV. HEARINGS

14.0 General. There are two kinds of hearings. One is to seek public comment before adopting regulations, amendments, or master plan revisions. The other is to exercise the Board's responsibility to review subdivisions, boundary line adjustments and site plans.

14.1 Hearings Related to the Adoption of Regulations or Zoning Ordinance Amendments. The procedures for adoption and notice are given **in RSA 675:6 and 675:7**. Public notice for a hearing shall be given ten or more days before the hearing (exclusive of the day of the posting and the day of the meeting) by posting a notice in two (2) public places in the town; namely, the exterior bulletin boards at the Town Office and Stoneham Corners; the Town web site, and by publishing in a newspaper of general circulation in the Town. The full text of the subject of the hearing need not be placed in the notice, but the notice shall give a clear description of the matter and state where the document may be reviewed. The notice shall also state the date, time, and place of the hearing.

14.1.1 Order of Business. The order of business for the hearing shall be as follows:

a. The Chair shall call the hearing to order, note the time, and ask that all people who wish to address the Board complete a sign-in sheet with the Secretary.

b. The Chair shall explain the hearing procedure and state the rules of conduct.

i. Address all questions and comments to the Chair. Parties will not address each other directly

ii. Identify yourself before you speak

iii. Do not engage in side conversations

c. The Chair shall read the text of the notice.

d. The Chair shall explain the hearing procedure.

e. It is suggested that the subject matter be divided into manageable segments, e.g., an amendment, a group of related amendments, a paragraph or a page. The Chair or a designated Board member shall read the segment aloud. If everyone in attendance has access to a printed copy of the matter under discussion, it may be summarized instead of being read aloud.

f. The Chair or designated member shall state the rationale for the amendment, paragraph, or regulation.

g. The Chair shall invite comment from the public. When there is no more comment from the public, the Chair shall close public comment and proceed to the next segment.

h. All members of the public have a right to be heard within the time allowed. If there is insufficient time, the hearing shall be continued to a date, time, and place as determined and announced.

i. After the review of the document is complete, the Chair shall declare the hearing closed.

j. The Board shall deliberate to see whether it wants to incorporate the public comments or adopt the document or amendments.

k. The Board may vote to adopt the document or amendments in whole or in part.

l. When zoning ordinance amendments are under consideration, the Board shall vote whether to place each amendment on the town meeting ballot. If the amendment is approved, the planning board will write the "question" for the Town Meeting Ballot immediately following the public hearing, and it will then be sent to the Town Council for review.

m. In the event that no member of the public is present when the hearing is opened, the Chair may suspend the proceeding until one appears, or until one half hour has passed. If no one appears within that time, the Chair shall declare the hearing closed, and the Board shall deliberate and vote.

14.2 Hearings Related to the Review of Subdivisions, Site Plans and Boundary Line Adjustments. The procedures for application and public notice are given in the regulations for each type of review as well as in the Application Forms.

14.2.1 Order of Business. The order of business for the hearing shall be as follows:

a. The Chair shall call the hearing to order, note the time, and ask that all people who wish to address the Board complete a sign-in sheet with the Secretary.

b. The Chair shall explain the hearing procedure and state the rules of conduct.
i. Address all questions and comments to the Chair; parties will not address each other directly
ii. Identify yourself and your address before you speak
iii. Do not engage in side conversations

c. The Chair shall read the text of the notice.

d. The Board shall review the application with the list of application submittal requirements specified by the applicable regulations to see if it is complete. Official acceptance or rejection shall be by motion and vote. If rejected, the Board shall identify the deficiencies in writing and forward to the applicant with a copy of the draft minutes. The letter shall include a detailed description of all conditions necessary for consideration to seek final approval.

e. The Chair shall ask the person who will speak to the application to identify himself / herself, and state whether he/she is the owner or authorized agent.

f. The Chair shall invite the applicant or agent to make a presentation

g. The Chair shall ask the Board for questions or comments.

h. The Chair shall open the hearing to comments or questions from the Public.

i. The Chair shall read into the record written comments from the Public

j. The Chair shall invite the applicant or agent to provide additional information in response to public comments or questions.

k. The Chair shall close the hearing to public comment.

l. The Chair shall invite the applicant or agent to provide additional information.

m. The Chair shall ask the Board for any additional questions or comments.

n. The Chair shall invite the applicant or agent to provide additional information in response to any questions or comments from the Board.

o. The Chair shall close the hearing and invite the Board to deliberate.

p. The Board shall ascertain the cost of on and off-site improvements and require security in that amount as a condition of approval.

q. The Board shall establish any conditions of approval.

r. The Board shall vote to approve, approve with conditions, or disapprove. If disapproved, the Board shall provide the reasons for disapproval to the applicant in writing within five (5) business days of the decision by return receipt mail.

14.2.2 **Non-Appearance**. An applicant who does not appear, or is not represented by an authorized agent, or has not requested a continuation in writing, that has been duly noticed shall have his/her application automatically disapproved. The Board shall provide the disapproval notice in writing. It shall be the applicant's responsibility to reinitiate the process and pay all fees due.

XV. JOINT MEETINGS AND HEARINGS

15.1 Procedures. The planning Board may hold joint meetings and hearings with other land use Boards such as the Zoning Board of Adjustment (ZBA). Each Board shall have discretion whether or not to hold such joint meeting or hearing. Joint business meetings with any other Boards may be held at any time when called jointly by the chairs of the Boards. A joint public hearing must be a formal public hearing when the subject matter of the hearing is within the responsibilities of the Boards convened. The Planning Board Chair shall chair all joint meetings and public hearings when the subject matter involves the Planning Board.

The rules of procedure for joint meetings and hearings, the subject matter of which involves the Planning Board, shall be the same as these rules of procedure except that the rules may be changed at the request of the other Board. Each Board involved in a joint public hearing shall deliberate and vote on its decision separately based on its criteria for a particular matter.

XVI. RECORDS

16.1 Records. The maintenance of the records of the Board shall be the responsibility of the Secretary and the Planning Board Administrative Assistant shall keep the minutes of all joint meetings and they shall be made available for public inspection at the Town Office in accordance with **RSA 91-A**.

16.2 Minutes. Minutes of the Board meetings shall be kept in accordance with the provisions of **RSA 91-A**, and a draft copy of minutes shall be made available within five (5) business days for public inspection in the Town Office as well as posted within this same time frame on the exterior bulletin boards at the Town Office and Stoneham Corners and the Town web site. The minutes shall include a statement of each event that occurred and a concise summary of what was stated. Minutes which have been approved by the Board shall be deemed to be the official record of the meeting or hearing to which they relate.

16.3 Approval of Minutes. A draft copy of the minutes shall be put in the hands of members one week prior to the next regularly scheduled meeting. At the next meeting the minutes shall be discussed and approved or disapproved. Members absent from the meeting in question may not vote on the minutes.

16.4 Storage. The original paper copy of the approved minutes shall be stored in the town's fireproof vault. An additional copy shall be placed in the Planning Board's Binder available for public view in the Town Offices.

XVII. COMMITTEES

17.1 The Board, by vote, may establish a committee for any endeavor. The Board shall outline the scope of responsibility and budget of the committee. The committee shall recruit as many people as necessary from outside the Board to accomplish their objectives. The committee shall have the flexibility to function as it deems necessary, including appointing their own Chair. The committee shall make timely reports to the Board. The Board shall consider the recommendations. Any subcommittees appointed by the Board committee shall have at least one Planning Board member serving on the subcommittee. Committee and subcommittee meeting notices and minutes shall comply with **RSA 91-A:2.**

17.2 Master Plan Committee *(In the event such a committee is formed).* The purpose is to review, prepare and submit to the Planning Board recommendations for Master Plan additions and/or revisions. The Master Plan Committee should be comprised of one Selectman appointed by the Chair of the Board of Selectmen, two elected and/or alternate Planning Board members appointed by the Planning Board Chair, and four members of the general public appointed by the Planning Board. All terms of office for one year.

XVIII. FORMS

18.1 All application forms and other forms used and requested by the Board in carrying out its duties shall be formally adopted by the Board, **and by reference and usage shall become part of these Rules of Procedure. These forms can be found in the Appendices.**

XIX. APPLICATION FEES

19.1 Application and permit fees which the Board may impose in the course of its business shall be formally adopted by the Board, **and by reference and usage shall become part of these Rules of Procedure**. The Application Fees can be found within the Planning Board Application Forms in the Appendices.

XX. Gravel Pits

20.1 Gravel pits will be inspected annually by the Planning Board pursuant to RSA 155E.

20.2 The inspection of gravel pits will proceed accordingly;

a. The Chairman appoints Planning Board members to inspect gravel pits.
b. A postal certified notification letter shall be sent to the owners of all gravel pits for the scheduling of an inspection.
c. Upon confirmation of the postal receipt, the administrative assistant will contact the owner / agent to establish an appointment for the gravel pit inspection.
d. After the inspection, the Gravel Pit Inspection Report will be filed and the report will be conveyed to the Planning Board, the owner and the Code Enforcement Officer.
e. The Planning Board determines compliance / non-compliance based on the report. Compliant inspections will be filed with the Planning Board and the Code Enforcement Officer. Non-compliant inspections will be submitted to the Selectmen for appropriate action.

XXI. AMENDMENTS

21.1 These rules of procedure may be amended by vote of a majority of all the regular members of the Board provided that a printed copy of such amendment(s) is in the hands of each member one week or more immediately preceding the meeting at which the vote is to be taken. After approval of any amendments, the Chair shall file a copy of the amended rules with the Town Clerk, provide a copy to the Board of Selectmen, and provide a copy to each Board member and alternate.

21.2 All amendments will be dated within the document to provide information as to when they went into effect, and a Revision History section will be included with each document. For example:

Planning Board Rules and Regulations Revision History:

1. The Rules of Procedure dated October 13, 2003 and adopted May 10, 2004.
2. The Planning Board Comprehensive Application Form adopted June 9, 2008.
3. Rules of Procedure amended and approved by Planning Board, June 9, 2008.
4. Rules of Procedure amended and approved by Planning Board, April 27, 2009.
5. Rules of Procedure amended and approved by Planning Board, August 23, 2010.
6. Rules of Procedure amended and approved by Planning Board, September 13, 2010.
7. Rules of Procedure amended and approved by Planning Board, July 9, 2012.
8. Rules of Procedure amended and approved by Planning Board, September 10, 2012.
9. Rules of Procedure amended and approved by Planning Board, February 4, 2013.
10. Rules of Procedure amended and approved by Planning Board, June 19, 2014.
11. Rules of Procedure amended and approved by Planning Board, December 18, 2014.
12. Rules of Procedure amended and approved by Planning Board, April 16, 2015.
13. Rules of Procedure amended and approved by Planning Board, June 16, 2016.
14. Rules of Procedure amended and approved by Planning Board, November 17, 2016.

_____

Virginia McGinley, Town Clerk Date

XXII. APPENDICES

22.1 Application Forms, Other Forms, and Application/Permit Fees.

A. Flow Chart: Procedures for Application Review and Final Application.
B. Comprehensive Application Form.
C. Voluntary Merger of Pre-Existing Lots.
D. Filing of Ordinances and Regulations.
E. Town Clerk Certification Notice: Sample.
F. Recording Plan Procedure.
G. Transmittal Record: Carroll County Registry.
H. Distribution of Recorded Plans.
I. Distribution of Site Plans.
J. Notice of Public Hearing: Foster's Daily Democrat.
K. Notice of Public Hearing: Granite State News.
L. Notice of Public Hearing: Publication Sample.
M. Notice of Public Hearing: Bulletin Board and Web Site Sample.
N. Abutter Notice.
O. Applicant Notice.
P. Surveyor Notice.
Q. Notice of Decision: Approval.
R. Notice of Decision: Disapproval.
S. Annual Planning Board Minutes Verification Document.
T. Public Hearing Notification Form.
U. Notice of Public Hearing to Amend the Zoning Ordinance: Publication Sample.
V. Notice of Public Hearing to Amend the Zoning Ordinance: Bulletin Board/Web Site.
W. Recurrent Activities of the Planning Board.
X. Gravel Pit Inspection Notification Letter.
Y. Gravel Pit Inspection Report.

Appendix A

Brookfield Procedure for Application Review

Pre-Application Review – Optional

The two stages of pre-application review can be optional pursuant to RSA 676:4, II.

PRELIMINARY CONCEPTUAL CONSULTATION

Step 1

Applicant meets with planning board to review plan in terms of concept and compliance with the master plan and zoning ordinance. Board determines type of proposal and offers guidance relative to state and local requirements. (Public notice is not required)

↓

Step 2

At this point, if pre-application is optional, the applicant may either request the Design Review Phase or move directly to the formal submission of a completed application.

DESIGN REVIEW PHASE

Step 1

Applicant submits a "Request for Pre-application Review" at least 15 days before the next regularly-scheduled meeting of the Board.

↓

Step 2

Planning board notifies abutters and the public 10 days prior to the public meeting at which the proposal will be discussed.

↓

Step 3

Board and applicant engage in non-binding discussion involving specific design and engineering details of the potential application.

Procedure for Final Application

Step 1

Application is delivered to the Planning Board.

↓

Step 2

At the next meeting for which notice can be given – or 30 days from delivery of application - the Board determines if the application is complete.

↓ ↓

IF INCOMPLETE ← The Applicant is notified in writing of reasons, and advised of next steps.

IF COMPLETE

↓

Step 3

Planning Board begins formal consideration of the application, which could mean moving into public hearing, or scheduling the public hearing.

↓

Step 4

Within 65 days, the Planning Board must have rendered a decision.

↓ ↓

IF NOT APPROVED ← The Applicant is notified in writing within 5 business days of the reasons for disapproval.

↑

The Applicant may:

- Revise and resubmit its application **OR**
- Appeal to Superior Court or Board of Adjustment.

IF APPROVED

↓

Step 5

The Planning Board files the plan with the County Registry of Deeds.

Note: For a minor technical subdivision, the public hearing may take place on the same evening as the vote to accept the application as complete, provided the notice has advised of the possibility.

Appendix B

Brookfield, NH Planning Board Comprehensive Application Form

SUBMISSION OF APPLICATION MATERIALS

In accordance with **RSA 676:4,I(b)**, all materials required to constitute a complete application *shall* be filed with the Administrative Assistant of the Planning Board, or the Planning Board's agent at least 15 days prior to the meeting at which the application will be considered for acceptance. Planning Board meetings are held the second Monday of each month.

Note: *Revised plans* (four plats and one 11" x 17" copy of plat) of any type must be in the town office **7 days** prior to the hearing date.

All filing is to be done at the **Brookfield Town Office Building, 267 Wentworth Road (Rt. 109).** Please call the Town Office (603) 522-3688 and leave a message for the Chairman or Administrative Assistant of the Planning Board to contact you should assistance be needed. Town Staff office hours are: Monday, 1-8 PM; Tuesday, 8:30-1 PM; Wednesday, 2-6 PM; Thursday, 9-12 Noon; Friday, 10-2 PM.

Please Note: By submission of this application, the applicant hereby authorizes the Brookfield Planning Board, the Conservation Commission and such agent/employee of the Town or other person(s) as the Planning Board may authorize, to enter upon the property which is the subject of the application by appointment for the purpose of such examinations, surveys, tests and inspection as may be appropriate.

Signature acknowledges consent: _____
Owner, Applicant or Agent Submitting Application

The Town of Brookfield Zoning Ordinance, Subdivision Regulations, Site Plan Review Regulations, Excavation Regulations, and appropriate applications may be obtained at the Town Office or on the town website at www.brookfieldnh.org.

PLEASE CHECK THE PURPOSE AND/OR PROJECT INCLUDED IN THIS APPLICATION:

____**Pre-Application Design Review** – complete pages 1, 3, 4, 5, 6, 7, 8 and include the following with "Design Review" stamped on all pages for review and discussion. **Design Review meetings are optional, but recommended.**

- A site location map showing lot lines, lot measurements, and streets surrounding the site.
- A topographic map of the area.
- Any soils information such as permeability or boring data that has been obtained.
- A sketch showing the proposed layout of the project.
- Application Fees
- Three (3) sets of address mailing labels 1" x 2-5/8", #10 business envelopes and certified mail forms as per Abutter Notification Form (page 8).

____**Subdivision of Land** – complete pages 1 through 10 and include the following:

-Ten (10) copies of the Application and Checklist Form.
- Four (4) plats prepared by a licensed New Hampshire surveyor (Any appropriate engineering drawings must be presented with the application at the Public Hearing).
- One (1) eleven by seventeen (11”x17”) copy of the plat.
- Application Fees
- One (1) Mylar with a mailing tube (may be submitted at a later date) ***See below.**
- Three (3) sets of address mailing labels 1” x 2-5/8”, #10 business envelopes, certified mail forms as per Abutter Notification Form (page 8).

____**Site Plan Review** – complete pages 1 through 8, 11, 12 and include the following:

- Four (4) plats prepared by a licensed New Hampshire surveyor (Any appropriate engineering drawings must be presented with the application at the Public Hearing).
- One (1) eleven by seventeen (11”x17”) copy of the plat.
- Application Fees
- One (1) Mylar with a mailing tube (may be submitted at a later date). ***See below.**
- Three (3) sets of address mailing labels 1” x 2-5/8”, #10 business envelopes, certified mail forms as per Abutter Notification Form (page 8).

____**Lot Line Adjustment** - complete pages 1 through 6 and include the following:

- Four (4) plats prepared by a licensed New Hampshire surveyor (Any appropriate engineering drawings must be presented with the application at the Public Hearing).
- One (1) eleven by seventeen (11”x17”) copy of the plat.
- Application Fees
- One (1) Mylar with a mailing tube. ***See below.**
- Three (3) sets of address mailing labels 1” x 2-5/8”, #10 business envelopes, certified mail forms as per Abutter Notification Form (page 8).

____**Conditional Use Permit -** complete pages 1 through 5, 8 and 13 through 18.

- Conditional Use Application
- Application Fees
- Three (3) sets of address mailing labels 1” x 2-5/8”, #10 business envelopes, certified mail forms as per Abutter Notification Form.

Merger of Pre-Existing Lots:
Owner(s) wishing to merge two or more contiguous preexisting approved or subdivided lots or parcels can obtain the required documents and seek merger information assistance by contacting the Brookfield Assessor Clerk at the Town Office Building, 267 Wentworth Road (Rt. 109). Call the Town Office (603) 522-3688 and leave a message for the Assessor Clerk to contact you.

***See Plan Checklist: Final Plan details, pp. 19-21.

Provide a brief description of the proposed project:

Name, mailing address and telephone contacts must be supplied for an application to be scheduled for a hearing.

1. Owner of Record.

Name:_____Telephone:_____

Address:_____

City/Town:_____State:_____Zip:_____

Fax:_____E-Mail:_____

2. Name of Applicant/Agent (If other than Property Owner be certain to attach Certification and Required Signatures document, page 5). The agent has the authority to represent the Owner of Record before the Planning Board.

Name:_____Telephone:_____

Address:_____

City/Town:_____State:_____Zip:_____

Fax:_____E-Mail:_____

3. Property Address/Location of Subject Parcel:_____

4. Tax Map: _____ Lot: _____ Subdivision Name: _____

5. County Registry of Deeds Book :_____Pages: _____Plan No._____

6. Total Acreage: _____ Proposed Number of Lots: _____

7. Overlay Districts or other regulations affecting Subject Property:

State Highway Permit: ___ Yes No ___
Shore land Protection: ___ Yes No ___
Ground Water Protection: ___ Yes No ___
Scenic Roadway: ____Yes No ___
Regional Impact: ____Yes No ___
Current Use Tax: ____Yes No ___
Others (specify)

Note: Projects located on a Scenic Road must comply with NH RSA 231:158. Added fees for two published notices may be required. Projects within Protected Shore-land must meet Department of Environ-mental Services requirements and proof of approval(s) provided to Board.

_____

8. Waiver(s) of any application requirements must be accompanied by a letter requesting such and stating the reason(s) for seeking waiver(s).

9. Name, mailing address, and telephone numbers (voice and fax) of additional professionals who are authorized to submit materials on behalf of the application including those whose name and seal may appear on the plat. Additional professionals may include, but are not limited to: NH Certified Soil Scientist, Wetlands Scientist, Surveyor, Engineer, Architect, Attorney, Real Estate Representative, etc. Include NH License Number for Licensed Professionals.

APPLICATION FEE SCHEDULE

File No.: _____ Tax Map: _____ Lot: _____ Date_____

In accordance with RSA 676:4,I(g),the applicant shall pay the following fees to compensate the Town for its expenses in processing, noticing and reviewing each application. One or more fees may apply. In some instances as noted below, a check payable to Carroll County Registry of Deeds may be required for LCHIP.

Optional: Pre-Application Design Review

1. Administration:	$100.00	_____
2. Public Notice: *	$100 .00 plus #3	_____
3. Notification Fees:	Complete Below	

Subdivision of Land

1. Administration:	$100.00	_____
2. Subdivision of Land:	$150.00 x ____ lots	_____
3. Public Notice: *	$100.00 plus #4	_____
4. Notification Fees:	Complete Below	
5. LCHIP Fee:	$ 25.00	_____

Site Plan Review

1. Administration & Filing Fee:	$200.00	_____
2. Public Notice: *	$100.00 plus #3	_____
3. Notification Fees:	Complete Below	
4. LCHIP Fee:	$25.00	_____

Lot Line Adjustment

1. Administration:	$ 30.00	_____
2. Lot Line Adjustment Fee:	$100.00 x ____ lots	_____
3. Public Notice: *	$100.00 plus #4	_____
4. Notification Fees:	Complete Below	
5. LCHIP Fee:	$ 25.00	_____

Notification Fees

Include each abutter, applicant, land agent and professional as identified in Items 1 & 2 in the Abutter Identification Form.

Number of Notifications _____ x $7.00 _____

Recording Fee

Recording $ 30.00 per sheet _____

Conditional Use Permit Fee

1. Per use	$100.00	_____
2. Administration / application	$100.00	_____
3. Public Notice: *	$100.00 plus #4	_____
4. Notification Fees:	Complete Below	

TOTAL SUBMITTED with APPLICATION _____

*Public Notice will be placed in either the *Granite State News/Carroll County Independent* or the *Foster's Daily Democrat.*

_____ _____ _____

Applicant's Signature Applicant's Printed Name Date

APPLICATION FEE SCHEDULE (Continued)

Additional Costs:

Costs incurred by the Planning Board in reviewing the application such as engineering, environmental assessment, planner and legal review as limited in RSA 676:4 shall be passed through the Board to the applicant for payment by the applicant.

Major subdivision or minor subdivision with road: professional planner review will be charged to the applicant at the current rate.

Estimated review costs (must be paid prior to review) _____

Additional expenses (Itemize) _____

TOTAL _____

_____

Signature of Planning Board Chair Date Tax Map/Lot Number

_____

Print Name of Planning Board Chair Date

Certification & Required Signatures

1. All proposed development and construction will be in conformance with the information contained in the Comprehensive Application Package as approved by the Brookfield Planning Board and the provisions of all Town Ordinances and Regulations. The applicant and/or owner and/or agent, certifies that this application is correctly completed with all the required attachments and that any additional reasonable costs for engineering or professional services incurred by the Brookfield Planning Board or the Town of Brookfield in the final subdivision process of this property shall be borne by the following party:

Applicant _____ Owner _____ Agent_____

Failure to indicate a responsible party for fees and associated costs will result in the denial of the application without a public hearing in accordance with RSA 676:4.

2. The owner/agent hereby authorizes the Brookfield Planning Board and its agents to access the subject land for the purpose of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Brookfield ordinances and regulations.

3. The undersigned owner/agent hereby submits to the Brookfield Planning Board a Completed Application Package and respectfully requests its approval of said plat. In considerations for approval and the privileges occurring thereto, the owner hereby agrees, as applicable:

•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.
•To provide and install standard street signs as approved by the Town for all street intersections.
•To give the Town on demand, proper deeds for land or rights of ways reserved on the plat for streets, drainage or other purposes as agreed upon.
•To hold the Town harmless from any obligation it may incur, or repairs it may make, because of applicant's failure to carry out any of the foregoing provisions.
•To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plan or a plat of re-subdivision is submitted and approved by the Board.
•There are no known violations of the Town of Brookfield Zoning Ordinance or Planning Board Regulations present on the property that have not been disclosed as part of this application.
•To insure proper boundary monuments are in place at the project's completion in accordance with the Town of Brookfield Subdivision Regulations.

Authorization to Act as Agent

Mr./Ms. _____
is hereby designated as the person who is authorized to act as my agent in securing any and all permits necessary from the Brookfield Planning Board for the development of my property, all communications to the owner may be addressed to the agent.

Certification

Owner of Record signature: _____Date: _____

ABUTTER NOTIFICATION FORM AND OTHER REQUIRMENTS
Map _____ Lot _____

Instructions:
1. List the map, parcel, name and mailing address of the property owner and all abutters as shown in town records per RSA 676:4, I (b). This may be placed below or typed on a separate sheet. If using another sheet or multiple sheets, please indicate the date of preparation and include the signature of preparer on each page.

2. Attach a separate sheet to include the name, mailing address, daytime phone number and e-mail address of the Applicant, Applicant's Authorized Agent(s), and any land surveyor, engineer, architect, and soil scientist whose stamp and signature appear in the application materials. Consultants, holders of conservation/easements or restrictions on adjacent lands as defined in RSA 477:45, regional planning commission if a regional notice is required must be included on this list. Other required noticees as detailed in RSA 676:4(I) d, 1 and 2.

3. Attach three completed adhesive mailing labels for each entry on the lists and a set of #10 business envelopes for each person on the two lists. Label size must not exceed 1" by 2-5/8". Attach filled out Certified Mail Forms for each entry on the two lists.

4. The determination of abutters is the responsibility of the applicant. The applicant is solely responsible for any error that results in an improper notification and is therefore obligated to pay any additional resulting costs. This list will be reviewed for compliance with statutory requirements. The Planning Board's Administrative Assistant shall submit the Abutter Notification Form to the Brookfield Assessor Clerk to certify the accuracy of the parcels and owners on the List of Abutters.

_____
Signature of Brookfield Assessor Clerk certifying accuracy of Abutter List

5. The four above items must be completed and submitted to the Administrative Assistant of the Planning Board, or the Planning Board's agent at the Brookfield Town Office Building, 267 Wentworth Road (Rt.109) not more than five (5) days before the date of filing the Application with the Planning Board pursuant to RSA 676:4 I(b).

Map	Parcel	Owner	Mailing Address

I hereby certify that all information presented on this form is, to the best of my knowledge, correct.

Signature of Preparer:_____ Date of Preparation: _____

Subdivision Plat Requirement Checklist

Subdivision Name:_____ Lot:_____ Map:_____

Address of Subdivision Site:_____

Owner/Applicant Name:_____ Date Submitted:_____

A check mark opposite each item denotes requirement has been addressed, submitted and/or to be found in/on submitted documents. NA denotes not applicable. RW denotes a waiver of requirement has been requested. Waiver(s) of any application requirements must be accompanied with a letter identifying the requirement(s) and stating the reason(s) for seeking waiver.

___1. Name of subdivision; name and address of owner of record and applicant. Name of Town of Brookfield, NH.
___2. Name, license number and seal of surveyor or other professionals such as designer, planner, soil scientist, etc.
___3. North arrow, scale: written and graphic, date of the plan.
___4. Town Tax Map and Lot numbers.
___5. Sheet size of paper copies: 22" x 34" or as specified by Carroll County Registry of Deeds, suitable for electronic scanning, prepared according to the standards of the NH Land Surveyors Association and the Carroll County Registry of Deeds. All plats shall have a minimum of ½ inch margin on all sides.
___6. Plats shall be at a horizontal scale of not more than 100 feet to the inch.
___7. Signature block for Planning Board endorsement in lower right hand corner with seven lines.
___8. Locus plan showing general location of the total tract within the Town and the Zoning districts.
___9. Vicinity map at scale of Town's base map.
__10. Names and addresses of all abutters and all holders of conservation, preservation, or agricultural preservation easements (on plat or on separate sheet).
__11. Boundary survey including bearings, horizontal distances and location of permanent markers. Curved boundary lines shall show radius, delta and length.
__12. Names of abutting subdivisions, streets, driveways, easements, building lines, parks, public spaces, notation of use of abutting land, and similar facts regarding abutting properties (on the plat or on separate sheet).
__13. Location of all property lines and their dimensions, lot areas in square feet and acres; lots numbered according to Town tax map system. Contact Town Assessor Clerk for lot numbering.
__14. Location and amount of frontage on public right-of-way.
__15. Location of building setback lines.
__16. Existing and/or proposed buildings and other structures.
__17. Location of any existing or proposed easements including utility easements and land to be dedicated to public use with the conditions of such dedication.
__18. Existing and proposed water supplies and mains, culverts, drains, septic systems or sewers; proposed connections or alternative means of providing water supply and sewage disposal.
__19. Existing and proposed streets with names, classification, grades, travel surface, and rights-of-way widths.

__20. Final road profiles, center line stationing, grades and elevations, cross sections. All elevations referring to U.S. Coast and Geodetic Survey benchmarks.
__21. Location and width of existing and proposed driveways.
__22. Location of all watercourses, ponds, standing water, shorefront area, wetlands, existing and proposed foliage lines, rock ledges, stone walls, open space to be preserved, and any historic resources or man-made or natural resources.
__23. Existing and proposed topographic contours based on USGS topographic data, with spot elevations where necessary, depiction of steep slopes.
__24. Soil and wetland(s) delineation.
__25. Location of percolation tests and test results, certification of Town official witnessing the tests and outline of 4,000 square-foot septic area with any applicable septic setback lines.
__26. Location of existing and proposed wells with 75 foot radius on its own lot.
__27. Base flood elevations and flood hazard areas based on available FEMA maps.

OTHER INFORMATION (WHERE APPLICABLE):
__28. Plans for storm water management and erosion and sediment control.
__29. Grading and drainage plans.
__30. Copy of state subdivision approval for septic system, septic design approval or certification by septic designer of adequacy of existing system.
__31. Alteration of Terrain Permit from NH Department of Environmental Services.
__32. Town or State Driveway Permit.
__33. Copy of any deed restrictions and all deeds covering land to be used for public purposes, easements and rights-of-way over property to remain in private ownership, and rights of drainage across private property submitted in a form satisfactory to Brookfield Town Counsel.
__34. Any other Federal and/or State permits.
__35. Preliminary designs of bridges/culverts that may be required.
__36. Any additional reports or studies deemed necessary by the Planning Board to make an informed decision including but not limited to: traffic, school, fiscal and environmental impact analysis. The Board reserves the right to request such additional reports after an application has been accepted as complete, as well as before acceptance with such reports to be provided at the applicant's expense.

ADDITIONAL ITEMS:
1. PSNH's rights when developing land adjacent to or under transmission lines and that a PSNH easement may exist despite the fact that distribution or transmission lines are not evident. Contact PSNH at (603) 634-2477 for information. This is the Applicant's responsibility.
2. NH Department of Environmental Services requirements exist under the Limits within the Protected Shore land, Prohibited Uses, (RSA 483-B:9). This is the Applicant's responsibility.

_____	_____	_____
Signature of Preparer	Printed Name of Preparer	Date of Preparation

Map #_____ Lot #_____

Applicant Name _____Date_____

Site Plan Review Checklist

Town of Brookfield, NH

_____ Major Site Plan Review

_____ Minor Site Plan Review

Submitted	Waived	
_____	_____	1. Name of project; names and addresses of owners of record; tax map and lot number.
_____	_____	2. North arrow, date of plat, scale; name, address and seal of person preparing plat; signature block.
_____	_____	3. Vicinity sketch and zoning district(s).
_____	_____	4. Abutters and uses of abutting land within 200 feet of the site.
_____	_____	5. Boundary lines, dimensions and bearings; lots area in acres and square feet and total disturbed area in square feet.
_____	_____	6. Shape, size, height, location and use of existing and proposed structures located on the site.
_____	_____	7. Location, name and widths of any existing and proposed roads on the property and within 200 feet of the site.
_____	_____	8. Location of existing and proposed sidewalks and driveways, and indication of travel for both pedestrian and vehicular traffic.
_____	_____	9. Access to the site, sight distance at access point(s), curb cuts and any proposed changes to existing streets; copy of driveway permit(s).
_____	_____	10. Location and number of parking spaces; loading space.
_____	_____	11. Proposed landscaping plan. Location, types, size of all existing and proposed landscaping and screening.
_____	_____	12. Location, type and nature of all existing and proposed exterior Lighting.
_____	_____	13. Natural features (streams, ponds, wetlands, etc.).
_____	_____	14. Waste/dumpster locations and snow storage areas.
_____	_____	15. Existing and proposed grades and contours, including base flood elevation where appropriate.
_____	_____	16. Size and location of all existing and proposed water wells, culverts and distances to cisterns and/or fire ponds.

Submitted	Waived	
_____	_____	17. Copy of certification from septic designer and DES as to sufficiency of system.
_____	_____	18. Location and type of proposed waste water disposal system; outline of 4,000 sq.ft. area; test pits, record of percolation tests.
_____	_____	19. Existing and proposed stormwater drainage system.
_____	_____	20. Location of existing and proposed on-site well(s) (showing required radius on the property.
_____	_____	21. Soil survey and wetlands data.
_____	_____	22. Location of any existing or proposed easements, deed restrictions, Covenants.
_____	_____	23. Certification and required signatures as per Planning Board Comprehensive Application Form Packet.
		OTHER
_____	_____	1. Any federal, state or local permits.
_____	_____	2. Building elevations and design.
_____	_____	3. Sign location and design.
_____	_____	4. Copies of any proposed or existing easements, deed restrictions, covenants and street deeds.
_____	_____	5. Such studies as may be required and/or requested by Planning Board.
_____	_____	6. Four (4) full-size copies of all plans and ten (10) copies of Development Plan in 11”x17” format.
_____	_____	7. Three (3) copies of all studies.
_____	_____	8. Digital copy of plans.
		FEES: Pre-Application Design Review
_____	_____	1. Administration Fee.
_____	_____	2. Public Notice Fee.
_____	_____	3. Abutters, etc. Notification Fees.
		FEES: Site Plan Review
_____	_____	1. Administration Fee.
_____	_____	2. Public Notice Fee.
_____	_____	3. Abutters, etc. Notification Fees.
_____	_____	4. L-CHIP Fee.
_____	_____	5. Engineering and Legal Fees.

Application for Conditional Use Permit
(REC-1 District)

Introduction:
As specified in the Zoning Ordinance of the Town of Brookfield, NH the REC-1 district has both permitted uses and conditional uses. Should a land owner in the REC-1 district seek to implement a conditional use, explicit prior approval is required from the Town of Brookfield, NH Planning Board in the form of a Conditional Use Permit. As per the Town of Brookfield, NH Zoning Ordinance once this application is filed, the Planning Board has 30 days to review it for completeness, accept the application and conduct a Public Hearing. This very tight timeline has been established for the benefit of the applicant and the Planning Board requests that the applicant make every effort to ensure this application is filled out correctly prior to its filing. If you have any questions about this application and how to fill it out please contact the Planning Board Chairperson or the Administrative Assistant.

Instructions:

1. Fill out this application in its entirety. All information requested herein is required. The Planning Board will not consider a filed application for completeness until all required information has been received or a waiver letter has been filed with this application.

2. Waiver Letters:
   For any information requested herein that is not provided by the applicant, a separate but attached letter requesting a waiver for the information must be submitted. Any reason supplied by the applicant requesting a waiver must be accompanied by any information or pertinent details to support the waiver request.

3. Once filled out, this application must be delivered to either the Planning Board Chairperson or the Planning Board Administrative Assistant at least 15 calendar days prior to the next regular meeting at which it may be considered.

4. To prevent unnecessary delay, the Planning Board has included a separate form to obtain the names and addresses of all abutters for the applicant from Town of Brookfield Assessor Clerk. This form must be signed and dated by the Assessor Clerk. As per RSA 676:4(b) the abutters list cannot contain abutter information older than 5 days prior to the next regular meeting at which the filed application will be considered. (This means no older than 20 days prior to the next regular meeting at which the filed application will be considered.)

5. You may apply for more than one Conditional Use Permit on this application. However, fees are computed based upon the number of uses being applied for, not based on the number of applications being submitted.

6. Please print clearly or complete the application with a typewriter.

7. The approval of any application may be subject to conditions as set forth by the Planning Board. Additionally, when an applicant requests a renewal or revision of the Conditional Use Permit, existing conditions may be altered at the discretion of the Planning Board.

With regard to Site Plan Review:

If you are submitting this application requesting the introduction of a new conditional land use on your property in the REC-1 district, a Site Plan Review by the Planning Board will be required. Site Plan Review regulations are not covered in this document. You can obtain a copy of the Planning Board's Site Plan Review Regulations from the Planning Board Chairperson or the Administrative Assistant. Renewal requests for Conditional Use Permits may not require a Site Plan Review.

Before submitting this application be aware that the Planning Board encourages, but does not require applicants to utilize the Preliminary Conceptual Consultation as set forth in RSA 676:4 II. Preliminary Conceptual Consultation allows the potential applicant to review the concepts of their plans with the Planning Board. Discussions are limited to general concepts and are non binding for the potential applicant or the Board. The Board may provide helpful feedback to assist the potential applicant so that time consuming and costly errors are not made once a formal application has been submitted.

For discussions including specifics, the potential applicant may wish to meet with the Board for a non-binding Design Review. However, as per RSA 674:4 II (b) this will require notification of all abutters to the lot in question. To schedule a Design Review meeting with the Board please contact the Chairman or the Administrative Assistant and provide a set of mailing labels, Certified Mail forms, and return receipt forms with the names of the abutters (including those in other towns if the lot meets a Town of Brookfield, NH boundary). The aforementioned labels and forms must be submitted 21 calendar days prior to the meeting at which the Design Review will occur.

Application for Conditional Use Permit

Date of submission for consideration to the Planning Board:_____.

Application received by (print):_____.

Application received by (signature):_____.

1.) Property Tax Map #_____ Lot #_____.

2.) Desired Conditional Uses (New, Revised, Renewed). **If revised or renewed, please provide the original dates**:

2a.) _____

2b.) _____

2c.) _____

2d.) _____

2e.) _____

2f.) _____

2g.) _____

2h.) _____

3.) Name and Address of Property Owner(s).

_____

_____

_____

_____

_____

_____

4.) Names and Addresses of all Utility Easement Holders (Per RSA 676:4. If none write NONE.)

_____

_____

_____

_____

_____

5.) Names and Addresses of all Conservation Easement Holders (Per RSA 676:4. If none write NONE.)

_____

_____

_____

_____

_____

6.) Names and Addresses of all Preservation Easement Holders (Per RSA 676:4. If none write NONE.)

_____

_____

_____

_____

_____

7.) Names and Addresses of all Agricultural Preservation Easement Holders (Per RSA 676:4. If none write NONE.)

_____

_____

_____

_____

_____

8.) Provide the names and addresses of all abutters including those whose properties reside outside the Town of Brookfield's boundary limits (per RSA 676:4), using the attached Abutter Notification Form. Use the included Abutter Notification Form and be sure to have the Assessor Clerk verify the accuracy of the information. The Assessor Clerk is required to certify all abutters including those whose properties reside outside the Town of Brookfield's boundary limits. Include with your application three sets of preprinted mailing labels with the names of all abutters. Also include three sets of USPS Certified Mail and return receipt forms prefilled with the abutters' names.

9.) Using the attached address form, provide the names and business addresses of every engineer, architect, land surveyor, and soil scientist whose professional seal appears on any document submitted to the Board in regard to this application (per RSA 676:4). Include with your application three sets of preprinted mailing labels, Certified Mail and return receipt forms with the names of the engineer(s), architect(s), land surveyor(s), and soil scientist(s).

10.) Name and Address of the nearest upstream dam owner (per RSA 672:4(b))

_____

_____

_____

_____

_____

11.) Include a map of the lot in question illustrating all buildings, fixed structures, driveways, parking areas, and any desired structures involved with the Conditional Use for which you are applying.

12.) Please describe the intent of this activity or land use for which you are applying.

_____

_____

_____

_____

_____

_____

_____

_____

_____

13.) Starting date of conditional use: _____.

14.) Ending date of conditional use:_____.

Signature of Preparer: _____ Date of Preparation: _____

ENGINEER, ARCHITECT, LAND SURVEYOR AND SOIL SCIENTIST ADDRESS FORM

Engineers	**Business Address**

Architects	**Business Address**

Land Surveyors	**Business Address**

Soil Scientists	**Business Address**

Plan Checklist: Final Plan

Town of Brookfield, NH

The final plan shall consist of one (1) Mylar and four (4) paper copies at a scale of 100 feet to the inch, or at greater detail as directed by the Planning Board to indicate clearly existing and proposed features of the site. Said plan shall be prepared in compliance with all applicable statutory requirements in accordance with **RSA 478:1-a** and the policies established for recording plans in the Carroll County Registry of Deeds.

All plans shall be prepared on 22 x 34 inch standard sheets measured from the cutting edge.

If one sheet is not of sufficient size to contain the entire area of the site and environs, the plan shall be divided into sections to be shown on separate sheets of equal size with references on each sheet to the adjoining sheets.

Note: All plans should include the items identified in the Brookfield Site Plan Review Checklist and the Brookfield Subdivision Plat Requirement Checklist that relate to plan features, permits, and supportive approval data.

The presentation format of the plan shall consist of the following:

1. All plats shall be drawn 22" x 34". The material composition of the plat shall be suitable for electronic scanning and archiving by the Registry of Deeds.

2. All plats shall have a minimum of ½ inch margins on all sides

3. All title blocks shall be located in the lower right hand corner, when possible, and shall indicate the following:
    a. Type of survey, such as boundary survey, subdivision, American Land Title Association (ALTA) survey, or lot line adjustment.
    b. Owner of record.
    c. Title of plat or development.
    d. Tax map number
    e. Name of the town in which the parcel is located.
    f. Plat and revision dates.

4. Adequate space, on the plat, for recording the Registry plan number and recording information. The **upper right hand corner** of the plat shall be reserved for the recording information entered by the Registry. **The size shall be 3" x 3", with no border line(s) interference.**

5. Signature block with seven (7) signature lines for Planning Board endorsement and name of the Town of Brookfield.

6. The following statement: "The land use ordinances and regulations of the Town of Brookfield, New Hampshire, are a part of this plat, and approval of this plat is contingent on completion of all requirements of such ordinances and regulations, excepting only any variances or modifications made in writing by the Planning Board and attached hereto."

Plan Checklist: Final Plan (Page 2 of 3)

7. Certification that the Applicant is agent for the Owner or is the Owner of the land, or that the Owner has given consent under an option agreement.

8. Certification of a licensed land surveyor, a registered architect and/or a registered professional engineer as to accuracy of plat/plan details. Accuracy will meet acceptable New Hampshire State standards.

9. All certifications, seals, and approval blocks shall have original dates and signatures in a legible, permanent black ink.

10. All texts and dimensions shall be legible for reproduction, and the text sizes shall be no smaller than .08 of an inch for mechanical drafting and 1/8 inch for hand drafting.

11. All plats shall have a scale both as a written and graphic representation.

12. All plats shall have a North arrow with reference to magnetic grid or astronomic North, as applicable. The North arrow shall be labeled with its reference direction.

13. Shading over any text shall not be permitted on any plat. Cross hatching or other hatching at a scale large enough not to interfere with text legibility, before and after reproduction, may be permitted.

14. No lines, whether hatching, boundary lines, or topographic contours shall obstruct or interfere with the legibility, either before or after reproduction, of any bearings, dimensions, or text.

15. The minimum line widths on plats shall be no smaller than .01 inches.

The final plan shall show or be accompanied by the following:

1. Date, name, and location of site/subdivision, name of record owner and developer/subdivider, graphic scale and reference meridian (standard title block).

2. Tract boundary lines, right-of-way lines of streets, street names, easements, and other rights-of-way, park areas, or land to be reserved or dedicated to public use, all lot lines and other site lines, water courses with accurate dimensions, bearings or deflection angles, radii, arcs, and central angles of all curves.

3. Proposed lots shall be numbered consecutively as instructed by the Engineer in consultation with Town of Brookfield Assessor Clerk.

4. The purpose of any easement or land reserved, or dedicated to public use shall be designated, and the proposed use of sites other than residential shall be noted.

5. The identity and location for all Abutters to the tract to be developed/divided showing approximate location of the structures thereon including access roads.

6. Location and description of all monuments.

Plan Checklist: Final Plan (Page 3 of 3)

7. Plans and profiles of water supply/wells, storm drains, culverts, catch basins, headwalls, and other drainage structures as well as sanitary sewers/septic systems, water, gas and underground electric layouts showing feasible connections to existing or proposed utility systems shall be required to accompany the final plat/plan.

8. Final State of New Hampshire approvals when appropriate from the Department of Public Works and Highways, RSA 236, the Special Board on Dredging and Filling, RSA 149:8-a and RSA 482:4, the Water Supply Pollution Control Commission, RSA 149-E, and the Department of Environmental Services shall be received before a public hearing is scheduled.

9. The shape, size, height and location of existing structures located on the site and within 200 feet of the site.

10. Man-made features such as, but not limited to, existing roads and structures indicating which of such features are to be retained and which are to be removed or altered.

11. Architect's rendering of proposed building(s). It is the intent of the Planning Board to assure the harmonious and aesthetically pleasing development of the Town and its environs so as to be compatible with surrounding properties.

12. A vicinity sketch (no smaller than one (1) inch equals 100 feet) showing the location of the site in relation to the surrounding streets and zoning district and boundaries for the site and within 1,000 feet of the site. One hundred year flood elevation contour shall be included within flood plains.

13. Soils map showing all soil types and delineating any poorly or very poorly drained soils.

14. The location, size, direction of travel, if appropriate, curbing, paving, and the radii of all streets, roadways, driveways, access ways, and sidewalks within the site and its relationship to the off-site street and/or road system.

15. The size, location, and layout of all on-site parking and loading facilities.

16. The location, type and size of all proposed landscaping and screening, as well as a plan for the retention of existing significant natural features (open spaces, green areas, etc.) on the site.

17. The location, type and design of outdoor lighting.

18. The location, size, and design of proposed signage.

19. Construction details, including but not limited to pavement, walks, steps, curbing, drainage structures, and erosion and sedimentation control techniques.

Appendix C

VOLUNTARY MERGER OF PRE-EXISTING LOTS

Pursuant to RSA 674:39-a, **Voluntary Merger** reads as follows:

Any owner of 2 or more contiguous preexisting approved or subdivided lots or parcels who wishes to merge them for municipal regulation and taxation purposes may do so by applying to the planning board or its designee. [In Brookfield, the designee is the Assessor Clerk.] Except where such merger would create a violation of then-current ordinances or regulations, all such requests shall be approved and no public hearing or notice shall be required. No new survey plat need be recorded, but a notice of the merger, sufficient to identify the relevant parcels and endorsed in writing by the planning board or its designee [In Brookfield, the designee is the Assessor Clerk], shall be filed for recording in the registry of deeds, and a copy mailed to the municipality's assessing officials. No such merged parcel shall thereafter be separately transferred without subdivision approval.

A MERGER WILL NOT BE EFFECTIVE UNTIL IT HAS BEEN RECORDED AS PER RSA 674:39-a AND A COPY SHOWING THE REGISTRY STAMPS IS RECEIVED BY THE ASSESSOR CLERK AT THE BROOKFIELD TOWN OFFICE.

Owner(s) wishing to merge Brookfield parcels can obtain the required documents and seek merger information assistance by contacting the Brookfield Assessor Clerk at the Town Office Building, 267 Wentworth Road (Rt. 109). Call the Town Office (603) 522-3688 and leave a message for the Assessor Clerk to contact you.

Appendix D

FILING OF ORDINANCES AND REGULATIONS

Locations Planning Board Should Submit Revised Planning Ordinances and Regulations

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

RSA 675:6. III. "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."

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

RSA 675:8. Planning Board obliged to file a zoning ordinance with the town clerk after the vote. This also applies to historic district ordinances, building codes, and all other land use regulations adopted under RSA 674.

Office of Energy and Planning: Planning Board 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. See RSA 675:9.

Town Counsel: Should file with town counsel with Planning Board understanding that town counsel should review the amendment, ordinance and/or regulation before adopted.

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Appendix E

TOWN CLERK CERTIFICATION: SAMPLE

(Place on Town of Brookfield Stationary)

TO: Office of Energy and Planning and Town Counsel

FROM: Town Clerk, Town of Brookfield

SUBJECT: Certification of (Description: Master Plan, Site Plan Review Regulations, Subdivision Regulations, Building Codes and/or Amendments thereto)

DATE:

The Town of Brookfield at its March ___, 2___ Town Meeting or by ballot voted to:
_____
_____(Provide description of action taken by Town)_____
_____

or

The Planning Board of the Town of Brookfield at its meeting of August ___, 2____
voted and approved: _____
_____(Provide description of action taken by Planning Board)_____
_____

SIGNED:_____
, Town Clerk, Town of Brookfield

Attached: (Copy of Regulation, Amendment, etc. to which the action above refers.

Note: Copies of certificate along with the document are to be distributed to:

1. Certificate and document placed in Town Clerk's binder located in Planning Board office
2. Certificate and document forwarded to Office of Energy and Planning
3. Certificate and document forwarded to Brookfield Town Counsel

Appendix F

RECORDING PLAN PROCEDURES

When plans have been approved and the mylar and paper copies have been signed by the Planning Board, the mylar is sent by the Planning Board to the Carroll County Registry of Deeds for recording along with a Transmittal Letter (Appendix G) and the LCHIP check of $25.00 payable to the Carroll County Registry of Deeds.

The mylar mailing tube is supplied by the applicant, owner, and/or developer.

Once the recording information is returned from the Registry, it should be added to the lower right hand corner of the paper plans as follows:

Recorded Carroll County Registry of Deeds

Plan Book_____Page _____

The plans are distributed to all parties and the distribution form completed (Appendix H) and one placed in the appropriate Planning Board file.

A Site Plan Review does not require a mylar since it is not recorded. After approval and signing, the paper plans are distributed and the distribution form is completed (Appendix I) and placed in the appropriate Planning Board file.

The Town Assessor Clerk, who received two of the paper copies, will send one of the two signed approved plans to Cartographic Associates, Inc. with a Transmittal Letter requesting the plan be returned to the Assessor Clerk. This is the copy that is given to the Planning Board Administrative Assistant to be placed in the Planning Board file as a “lendout” copy.

Appendix G

TRANSMITTAL RECORD: Carroll County Registry

(Placed on Town of Brookfield Planning Board Stationary)

To: Carroll County Registry of Deeds

From: George Nick, Planning Board Administrative Assistant,

Date:

Please find enclosed the following Mylar for recording:

Name of Project or Owner

Map_____Lot_____

A $25.00 check for LCHIP payable to Carroll County Registry of Deeds is enclosed.

Please invoice the Town of Brookfield for the recording fees and include the recording information on the invoice.

If you have any questions, please call me at 522-3688.

Thank you.

Appendix H

DISTRIBUTION OF RECORDED PLANS

(Subdivision and Lot Line Adjustment)

File Name:

Map/Lot:

Recorded Date: **Plan Book:** **Page:**

Distribution Method and Date:

Owner/Agent:

Assessor Clerk File:

Assessor Clerk for Cartographic Associates:

Planning Board File:

Comments:

Appendix I

DISTRIBUTION OF SITE PLANS

File Name:

Map/Lot:

Distribution Method and Date:

Owner/Agent:

Assessor Clerk:

File:

Code Enforcement Officer:

Comments:

Appendix J

NOTICE OF PUBLIC HEARING: FOSTER'S

(Place on Town of Brookfield Planning Board Stationary)

Contact: George Nick, Planning Board Administrative Assistant
E-mail: pb.admin.asst@brookfieldnh.org

TO: FOSTER'S DAILY DEMOCRAT DATE:
Barbara Laskey blaskey@fosters.com
Phone: 332-2200 Fax: 330-3162

Please publish the following by_____(date)

NOTICE OF PUBLIC HEARING

Brookfield Town Office Building, 267 Wentworth Road, Brookfield, NH 03872, on _____, 7 PM on _____
(date) *(identity of application)*
of _____
(applicant)
on property located at _____

Tax Map_____, Lot(s)_____.

_____
(brief summary)
_____
_____
_____

Please confirm by phone or e-mail with date of publication and total cost.

Thank you.

Office Use:

Date of Publication: _____	**2x2**	**$ 64.40**
	2x3	**$ 96.60**
Total Cost: _____	**2x4**	**$128.80**

(For Friday Edition: E-mail by 4:00 PM on Wednesday)

Appendix K

NOTICE OF PUBLIC HEARING: GRANITE STATE NEWS

(Place on Town of Brookfield Planning Board Stationary)

Contact: George Nick, Planning Board Administrative Assistant
E-mail: pb.admin.asst@brookfieldnh.org

TO: GRANITE STATE NEWS **DATE:**
Maureen
Phone: 569-3126 **Fax: 569-4743**

Please publish the following by_____(date)

NOTICE OF PUBLIC HEARING

Brookfield Town Office Building, 267 Wentworth Road, Brookfield, NH 03872, on
_____, 7 PM on _____
(date) *(identity of application)*
of _____
(applicant)
on property located at _____

Tax Map_____, Lot(s)_____.

_____
(brief summary)
_____
_____
_____

Please confirm by phone or e-mail with date of publication and total cost.
Thank you.

_____

Office Use:

Date of Publication: _____	**2x2**	**$ 60.80**
	2x3	**$ 90.70**
Total Cost: _____	**2x4**	**$119.60**

(For Thursday Edition: E-mail by Noon on Monday)

Appendix L

Notice of Public Hearing: Publication Sample

Public Hearing: Brookfield Town Office Building, 267 Wentworth Road, Brookfield, NH 03872, September 10, 2009, 7 PM on subdivision application of Henry T. and Model A. Ford on property located on Lincoln Drive, Brookfield, Tax Map 78, Lot 23. To subdivide Map 78: Lot 23 into two lots. The proposed lots both have frontage on Lincoln Drive. Contact: 522-3688.

Appendix M

Notice of Public Hearing:
Town Bulletin Board and Web Site Sample

A Public Hearing will be held at the Brookfield Town Office Building, 267 Wentworth Road, Brookfield, NH 03872, on September 10, 2009, at 7 PM on the application of Henry T. and Model A. Ford for subdivision approval for property located on Lincoln Drive, Brookfield, and shown on Tax Map 78, Lot 23.

Subdivision approval is requested:

To subdivide Map 78: Lot 23 into two lots. The proposed lots both have frontage on Lincoln Drive.

The application will be reviewed for completeness at the Planning Board meeting on September 10. Upon a finding by the Board that the application meets the submission requirements of the Subdivision Regulations, and if the Board votes to accept the application as complete, a Public Hearing on the merits of the proposal will follow immediately.

Should a decision to approve or reject the subdivision not be reached at the Public Hearing, the hearing may be continued to subsequent Planning Board meetings on September 24, October 8, and October 22, 2009 at the Brookfield Town Office Building at 7 PM, and this application will stay on the Planning Board agenda until such time as it is either approved or disapproved. Anyone needing assistance to attend this meeting or further information, should contact the Planning Board Administrative Assistant at 522-3688.

The application is available for inspection at the Brookfield Town Offices, in the Planning Board room. The Town Offices are open Monday, 1-8 PM; Tuesday, 8:30-1 PM; Wednesday, 2-6 PM; Thursday, 9-12 Noon; Friday, 10-2 PM. For additional available times, please contact the Planning Board Chair or Administrative Assistant by calling 522-3688.

August __, 20__.

Brookfield Planning Board
George Nick, Administrative Assistant

Appendix N

Abutter Notice
for

Subdivision, Site Plan Review, Lot Line Adjustment, Conditional Use Permit

(Place on Town of Brookfield Planning Board Stationary)

Dear _____:

According to NH Revised Statutes Annotated 676:4,I (d) and the Town of Brookfield Site Plan Review and Subdivision Regulations, it is required that all abutters to land intended for subdivision, site plan review and lot line adjustment be notified of the proposal.

You, as an abutter, are hereby notified that an applicant for (Subdivision, Site Plan Review, Lot Line Adjustment, Conditional Use Permit – Description of Applicant; Location of Property; Tax Map and Lot Number) will be submitted to the Planning Board on (Date) at (Time) at the Brookfield Town Office Building during a regular meeting of the Board.

Upon a finding by the Board that the application meets the submission requirements of the (Subdivision, Site Plan Review Regulations, Lot Line Adjustment Regulations and/or Conditional Use Permit), the Board will vote to accept the application as complete, and a public hearing on the merits of the proposal will follow immediately.

Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Please be advised that, as an abutter, your right to testify is restricted to the public hearing. In the case of a public *meeting*, as opposed to a public *hearing*, you are allowed by right to be notified and be present, but you do not have the right to offer testimony except at the Planning Board's discretion.

Sincerely,

Chair or Administrative Assistant,
Brookfield Planning Board

Appendix O

Applicant Notice
for

Subdivision, Site Plan Review, Lot Line Adjustment, Conditional Use Permit

(Place on Town of Brookfield Planning Board Stationary)

Dear _____:

According to NH Revised Statutes Annotated 676:4,I (d) and the Town of Brookfield Site Plan Review and Subdivision Regulations, it is required that all applicants for subdivision, site plan review and lot line adjustment be sent notice of the public meeting and public hearing at which their proposal will be submitted to the Board and reviewed.

You, as the applicant, are hereby notified that your application for (Subdivision, Site Plan Review, Lot Line Adjustment, Conditional Use Permit – Description of Applicant; Location of Property; Tax Map and Lot Number) will be submitted to the Planning Board on (Date) at (Time) at the Brookfield Town Office Building during a regular meeting of the Board.

Upon a finding by the Board that the application meets the submission requirements of the (Subdivision, Site Plan Review Regulations, Lot Line Adjustment Regulations and/or Conditional Use Permit), the Board will vote to accept the application as complete, and a public hearing on the merits of the proposal will follow immediately.

Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Should your application be disapproved, you will receive written notice from the Planning Board within 144 hours stating the reasons for such disapproval. An appeal may be taken from the decision of the Planning Board to the Superior Court, as provided in RSA 677:15.

Sincerely,

Chair or Administrative Assistant,
Brookfield Planning Board

Appendix P

Surveyor Notice
for

Subdivision, Site Plan Review, Lot Line Adjustment, Conditional Use Permit

(Place on Town of Brookfield Planning Board Stationary)

Dear _____:

According to NH Revised Statutes Annotated 676:4,I (d) and the Town of Brookfield Site Plan Review and Subdivision Regulations, it is required that any persons who have prepared plans for approval be notified of the submission and hearing on the application.

You are hereby notified that an application by you for a (Subdivision, Site Plan Review, Lot Line Adjustment, Conditional Use Permit – Description of Applicant; Location of Property; Tax Map and Lot Number) will be submitted to the Planning Board on (Date) at (Time) at the Brookfield Town Office Building during a regular meeting of the Board.

Upon a finding by the Board that the application meets the submission requirements of the (Subdivision, Site Plan Review Regulation, Lot Line Adjustment Regulations and/or Conditional Use Permit), the Board will vote to accept the application as complete, and a public hearing on the merits of the proposal will follow immediately.

Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Should your application be disapproved, you will receive written notice from the Planning Board within 144 hours stating the reasons for such disapproval. An appeal may be taken from the decision of the Planning Board to the Superior Court, as provided in RSA 677:15.

Sincerely,

Chair or Administrative Assistant,
Brookfield Planning Board

Appendix Q

NOTICE OF DECISION - APPROVAL

(Place on Town of Brookfield Planning Board Stationary)

FILE #_____

You are hereby notified that the application of:

_____

name of owner(s)

for subdivision/lot line adjustment/site plan review/conditional use permit

Tax Map_____, Lot #_____

with an address of_____

has been approved by majority vote of the members of the Planning Board on

_____, with the following conditions:
date approved

An appeal may be taken from the decision of the Planning Board to the Superior Court, as provided in RSA 677: 15.

_____ _____

, Chair, Planning Board Date

C.C. Brookfield Assessor Clerk

Appendix R

NOTICE OF DECISION - DISAPPROVAL

(Place on Town of Brookfield Planning Board Stationary)

FILE #_____

You are hereby notified that the application of:

_____

name of owner(s)

for subdivision/lot line adjustment/site plan review/conditional use permit

Tax Map_____, Lot #_____

with an address of_____

has been disapproved by majority vote of the members of the Planning Board on

_____, with the following conditions:
date approved

An appeal may be taken from the decision of the Planning Board to the Superior Court, as provided in RSA 677: 15.

_____ _____

, Chair, Planning Board Date

C.C. Brookfield Assessor Clerk

Appendix S
Annual Planning Board Minutes Verification Document

The Administrative Assistant shall list all Planning Board minutes at the end of every year and shall provide such list to the Archivist for the purpose of verifying the archiving of all minutes.

January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

Presented by the Administrative Assistant _____ Date _____

Verified by the Archivist _____ Date _____

A copy of this record will be filed by both the Administrative Assistant and Archivist.
Any discrepancy must be verified via the Town Website postings before the archivist may accept an addition for archiving. Any document not within these guidelines may be added to the archival record as approved by the Planning Board.

Appendix T
Public Hearing Notification Form

I, the undersigned, request notification of all public hearings regarding zoning changes. My property is located at _____, Brookfield, NH. Tax Map _____ Lot _____.

Please send such notices to the following **email address**: _____

or to the following **mailing address**:

_____

_____

_____

_____
(printed name)

_____ _____
(signature) (date)

Note: this notification requirement does not apply to petitioned zoning amendments (RSA 675:7,I).

OFFICE USE ONLY

Received on _____.
(date)

Entered on the Public Hearing Notification List_____.
(date)

Appendix U

Notice of Public Hearing to Amend the Zoning Ordinance: Publication Sample

NOTICE OF PUBLIC HEARING

Brookfield Town Office Building, 267 Wentworth Road, Brookfield, NH 03872, on January 26, 2015, at 6:30 PM the Planning Board will conduct a public hearing to amend the Zoning Ordinance for the purpose of clarification and to conform to state law in regard to the following proposals: (1) to add a definition of home occupation and home based business as businesses located and operated on the property where the owner resides or on an adjacent property used as part of the owner's residential property, (2) to make various minor typographical and grammatical changes which have no impact on the substance of the zoning ordinance, (3) to amend the building lot requirements and definitions to remove the requirement for an increased lot size in certain circumstances, to require frontage on a Class V or approved private road, and to require lots fronting on Kingswood Lake to have 250 feet of shore frontage.

Documents detailing the proposed changes to the Zoning Ordinance will be on display at the Brookfield Town Office in the public area.

Please confirm by phone or e-mail with date of publication and total cost.

Thank you.

Office Use:

Date of Publication: _____	**2x2**	**$ 64.40**
	2x3	**$ 96.60**
Total Cost: _____	**2x4**	**$128.80**

Appendix V

Notice of Public Hearing to Amend the Zoning Ordinance: Town Bulletin Board and Web Site Sample

Brookfield Town Office Building, 267 Wentworth Road, Brookfield, NH 03872, on January 26, 2015, at 6:30 PM the Planning Board will conduct a public hearing to amend the Zoning Ordinance for the purpose of clarification and to conform to state law in regard to the following proposals: (1) to add a definition of home occupation and home based business as businesses located and operated on the property where the owner resides or on an adjacent property used as part of the owner's residential property, (2) to make various minor typographical and grammatical changes which have no impact on the substance of the zoning ordinance, (3) to amend the building lot requirements and definitions to remove the requirement for an increased lot size in certain circumstances, to require frontage on a Class V or approved private road, and to require lots fronting on Kingswood Lake to have 250 feet of shore frontage.

Should a decision to approve or reject the proposed amendments to the Zoning Ordinance not be reached at the Public Hearing, the hearing may be continued to a subsequent second Public Hearing. Anyone needing assistance to attend this meeting or further information, should contact the Planning Board Administrative Assistant at 522-3688.

Documents detailing the proposed changes to the Zoning Ordinance will be on display at the Brookfield Town Office in the public area. The Town Offices are open Monday, 1-8 PM; Tuesday, 8:30-1 PM; Wednesday, 2-6 PM; Thursday, 9-12 Noon; Friday, 10-2 PM. For additional available times, please contact the Planning Board Chair or Administrative Assistant by calling 522-3688.

August __, 20__.

Brookfield Planning Board
George Nick, Administrative Assistant

Appendix W
Recurrent Activities of the Planning Board

Date	Activity	Regulation
February	Review and compiling of changes to the New Hampshire Planning And Land Use Regulation book.	
May	Assign inspectors to inspect gravel pits.	
June	Inspectors will report to the Planning Board.	

Appendix X
Gravel Pit Inspection Notification Letter

BROOKFIELD PLANNING BOARD
267 WENTWORTH ROAD
BROOKFIELD, NH 03872
(603) 522-3688

Date

Name
Address

Dear _____;

Pursuant to RSA 155E, the Brookfield Planning Board will be conducting an inspection of the gravel pit located on Map Lot . As a courtesy, the Planning Board will contact you to schedule an inspection time for the month of June.

If you have any questions regarding this notice or to schedule a gravel pit inspection, please contact the Planning Board administrative assistant.

Sincerely,

George Nick
Administrative Assistant
Brookfield Planning Board
pb.admin.asst@brookfieldnh.org

Appendix Y
Gravel Pit Inspection Report

Inspection Pursuant to RSA 155E

Map _____ Lot _____

Date_____

Owner / Agent _____

Inspector(s): _____

_____

1. No more than five acres can be active.	Pass ☐	Fail ☐
2. Is there evidence of washout?	Pass ☐	Fail ☐
3. Is there evidence of erosion?	Pass ☐	Fail ☐
4. Is the pit reclamation plan being adhered to?	Pass ☐	Fail ☐
5. Is there evidence of illegal dumping?	Pass ☐	Fail ☐

Comments:_____

_____

_____

_____

_____

_____