

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

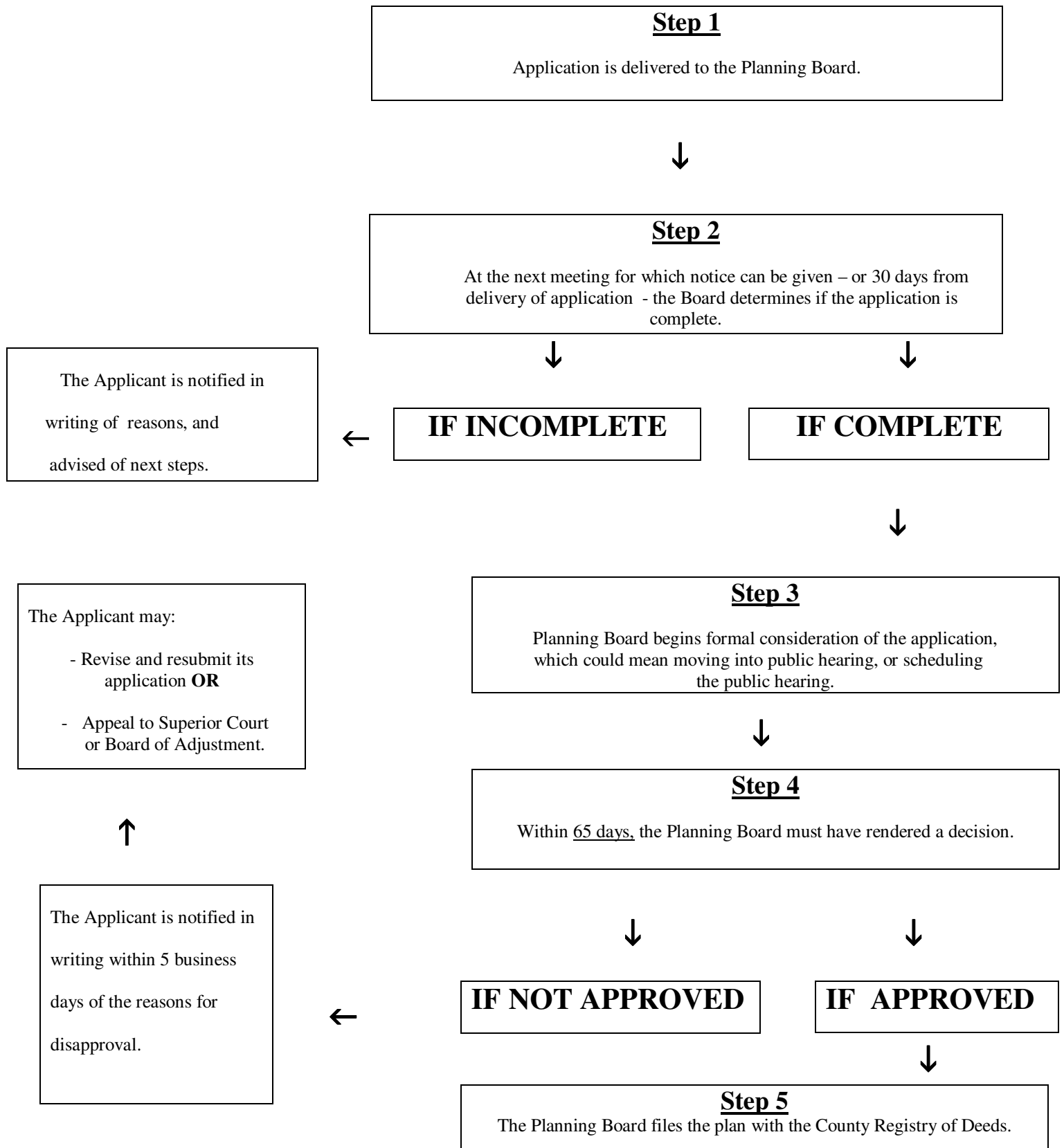
Planning board notifies abutters and the public 10 days prior to the public meeting at which the proposal will be discussed.



Step 3

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

Procedure for Final Application



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. Rev 6/9/08

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 Shoreland must meet Department of Environmental 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 676:4,1(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
Town of Brookfield Planning Board

Applicant's Printed Name
Comprehensive Application Form

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

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; 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

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 1/2 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
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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."

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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.

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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.