



TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
PLANNING BOARD

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***BROOKLINE PLANNING BOARD  
MEETING POLICIES***

(Revised April 19<sup>th</sup>, 2007)

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

- The Board meets twice a month, on the first and third Thursday.
- Meetings start at 7:00 p.m. and the Planning Board reserves the right to continue its hearings until a later date should the proceedings go beyond 10:30 p.m., with the first two hours reserved for application review and the last hour for planning board business.
- Applications must be submitted **at least 30 days** before the meeting at which you wish to appear. Applications will be reviewed within 10 days and the applicant will be notified if additional information is required. If so, the requested information shall be provided or a written request to the Board for a waiver of any requirement at least 15 days before the scheduled meeting date must be made; otherwise the application will not be placed on that agenda.
- Applicants who have submitted all required information or requests for waivers in lieu thereof will be scheduled for the requested meeting date in order of submission. If insufficient time is available at the requested meeting, applicants will be scheduled for the next available meeting.
- If all the required information has been submitted and/or the board has granted any requested waivers, an application will be accepted at the first scheduled meeting. The acceptance hearing is primarily procedural, and, as such, substantive discussions are kept to a minimum. An application will then be scheduled for an approval hearing at the next available meeting, at which time the application will be reviewed in depth and testimony from the public will be heard. Applications will not be accepted and approved at the same meeting, excepting minor subdivisions at the discretion of the Planning Board.
- All applications are subject to review by the Brookline Conservation Commission.
- An overview of the application must be presented to the Board and those in attendance at the first meeting.
- It is highly recommended that the applicant meet with the Town Planner who is available to answer questions or provide guidance before application submittal.