



TOWN OF BREMEN
PO BOX 171, 208 WALDOBORO RD
BREMEN, MAINE 04551
(207) 529-5945 • FAX (207) 529-6302

**ALL APPLICANTS MUST SUBMIT TEN (10)
COMPLETE COPIES OF THEIR BUILDING
PERMIT APPLICATIONS WITH ALL DIAGRAMS.**

**WHEN SUBMITTING BLUEPRINTS ONLY TWO (2)
COPIES NEED TO BE SUBMITTED.**

**TOWN OF BREMEN
PLANNING BOARD**

Name: _____ Map _____ Lot _____

Dear Applicant:

To enable the Board to act on your application as expeditiously and completely as possible, a site review will be held on the Sunday immediately preceding the regularly scheduled monthly meeting of the Planning Board. These site reviews start at 3:00 p.m. November 1st through March 31st and at 4:00 p.m. April 1st through October 31st.

_____ I will be at my property for the site review.

_____ I will NOT be at my property for the site review, but the Planning Board has my permission to hold a site review in my absence.

_____ I will NOT be at my property for the site review, *and* I do not wish the Planning Board to hold a site review in my absence.

Signature: _____ Date: _____

Please note, if you are not available for the site review and do not wish the Planning Board to visit in your absence, your application will still be considered at the regular Tuesday meeting. We will then schedule a mutually convenient visit.

Thank you for your cooperation.

Bremen Planning Board

Notes/Comments:

APPLICATION FOR A BUILDING/LAND USE PERMIT
(EXCEPT SUBDIVISION & COMMERCIAL/INDUSTRIAL)
WITHIN THE TOWN OF BREMEN
PO BOX 171, BREMEN, MAINE 04551

DATE RECEIVED _____
SITE REVIEW _____
FEES PAID _____
TAXES PAID _____

The undersigned applies for a permit for the following construction and/or use(s), said permit to be issued on the basis of the information contained within this Application. The undersigned understands this Application must be complete, with all required attachments, to be accepted and acted on by the Planning Board or the Code Enforcement Officer.

SECTION 1.

A) DATE: _____ B) MAP #: _____ LOT #: _____

C) APPLICANT: NAME: _____
ADDRESS: _____
TELEPHONE: _____

(If Applicant is not the owner, a letter of authorization to act on owner's behalf must be attached to this Application.)

D) OWNER: NAME: _____
ADDRESS: _____
TELEPHONE: _____

E) CONTRACTOR: NAME: _____
ADDRESS: _____
TELEPHONE: _____

SECTION 2.

A) LOCATION/ADDRESS OF LOT: _____

B) IS THIS LOT LOCATED WITHIN THE SHORELAND ZONE? Yes _____ No _____. If yes, in which district is lot located: Commercial Fishing/Maritime Activities _____; Resource Protection _____; Stream Protection _____; or Residential _____.
IS THE CONSTRUCTION SITE WITHIN THE SHORELAND ZONE? Yes _____ No _____.

C) LOT AREA: _____. If less than 40,000 sq. ft., was lot in existence on 3/24/84? Yes _____ No _____.
In Shoreland Zone, if area is less than 75,000 sq. ft. and shore frontage less than 300 ft., was lot in existence on 3/31/01? Yes _____ No _____.

D) EXISTING USE OF LOT: _____

- E) IF THIS LOT IS A PART OF A SUBDIVISION, PLEASE INDICATE PLAN BOOK _____ AND PAGE _____ OF LINCOLN COUNTY REGISTRY OF DEEDS (attach a copy of the deed to this Application).
- F) DOES THIS LOT HAVE PROPERTY TAX EXEMPT STATUS UNDER TREE GROWTH, OPEN SPACE, AGRICULTURAL OR WORKING WATERFRONT EXEMPTIONS? Yes _____ No _____ (Please circle applicable exemptions.)

SECTION 3. PROPOSED CONSTRUCTION AND/OR USE(S) OF LOT

- A) Purpose of Application (check all that apply): () Single Family Dwelling; () Mobile Home; () Modular Home; () Accessory Building; () Multiple Housing Unit; () Private Septic System; () Other: _____.
- B) Type of work (check all that apply): () New Construction; () Move onto lot; () Expansion of Existing Structures; () Change of use; () Fill or other earth-moving activity in excess of 10 cubic yards; () Other: _____.
- C) Square Feet of lot to be covered by non-vegetative surfaces (areas covered by existing and proposed structures, driveways, etc.): _____; slope of land where structure will be located: _____; height of proposed structure: _____; estimated cost of proposed structure: \$_____.
- D) Dimensions of Structure _____ equals _____ Square Feet
- E) Expansion of an existing principal structure within the 150' setback from the normal high-water mark of a water body or upland edge of a wetland and 75' of a tributary stream. Such a structure is considered non-conforming and is subject to an expansion limitation as detailed in Section 12 C of the Shoreland Zoning Ordinance (SZO). Also see SZO for definitions of structure, non-conforming structure, and principal structure.

(To Be Filled in by Planning Board)

Horizontal distance of non-conforming structure from normal high-water mark:		_____ Ft.
1)	Portion of structure less than 25 feet:	No expansion allowed.
2)	Portion of structure less than 75 feet:	
	A) Maximum allowed combined total floor area:	1,000 Sq. Ft.
	B) Existing combined total floor area:	_____ Sq. Ft.
	C) Allowed Expansion: (A minus B)	_____ Sq. Ft.
	D) Maximum allowed height (20 ft. or height of existing structure, whichever is greater):	_____ Ft.
	E) Existing height:	_____ Ft.
	F) Allowed expansion: (D minus E)	_____ Ft.
3)	Portion of structure less than 100 feet:	
	A) Maximum allowed combined total floor area:	1,500 Sq. Ft.
	B) Existing combined total floor area:	_____ Sq. Ft.
	C) Allowed Expansion: (A minus B)	_____ Sq. Ft.
	D) Maximum allowed height (25 ft. or height of existing structure, whichever is greater):	_____ Ft.
	E) Existing height:	_____ Ft.
	F) Allowed expansion: (D minus E)	_____ Ft.
4)	Portion of structure less than 150 feet:	
	A) Maximum allowed combined total floor area:	2,000 Sq. Ft.

- | | | | |
|----|--|-------|---------|
| B) | Existing combined total floor area: | _____ | Sq. Ft. |
| C) | Allowed Expansion: (A minus B) | _____ | Sq. Ft. |
| D) | Maximum allowed height: (30 ft. or height of existing structure,
whichever is greater): | _____ | Ft. |
| E) | Existing height: | _____ | Ft. |
| F) | Allowed expansion: (D minus E) | _____ | Ft. |

The Planning Board *may* require a licensed surveyor or architect to certify the above distance and dimensions.

REQUIRED ATTACHMENTS:

- 1) **COMPLETE SITE PLAN.** Note: Applications for building permits must be accompanied by a complete and accurate site plan, drawn to a scale no smaller than 1/4" = 10 ft. You may use the attached graph or draw the plan to scale on a separate piece of paper. (The Planning Board or CEO may require that the plan be certified by a licensed surveyor, professional engineer, or architect.)

The plan shall show:

- The lot boundaries;
- Names of abutting property owners;
- Location of any existing structures, roads, driveways, wells, septic systems;
- Location of proposed construction or activity;
- Upland edge of any wetland and/or the normal high-water line of any body of water; and
- The required setback distance for water bodies, lot sideline, and frontage roads.

- 2) **SKETCH OF STRUCTURE.** Please attach a simple elevation sketch of the proposed structure, including all dimensions (width, length, height to eaves, height to roof peak). If proposed structure is an expansion of a non-conforming structure, please include a sketch and dimensions of existing structure as well.
- 3) **SEPTIC SYSTEM DESIGN.** If proposed use is a new dwelling unit, attach a copy of form *HHE-200 (Subsurface Wastewater Disposal System Plan)*. If existing use of lot is a dwelling, please attach copy of current *HHE-200*.
- 4) **GROWTH PERMIT.** If proposed construction is for a new dwelling unit or the conversion of a seasonal dwelling to year-round use, please attach copy of growth permit.
- 5) **A COPY OF ANY OFFICIAL DECISIONS FROM OTHER FEDERAL, STATE OR LOCAL AGENCIES REGARDING THE USE OF THIS PROPERTY.** Note: Applicant is advised to consult with the Code Enforcement Officer and appropriate State and Federal Agencies to determine whether additional permits, approvals and reviews are required.
- 6) **A PHOTOGRAPH** or photographs of the area to be worked on before work has begun.
- 7) **WRITTEN AUTHORIZATION FROM THE OWNER** (if the owner is not the applicant).
- 8) **APPLICATION FEES:** Non-refundable administration fees:

Residential Building-Non Shoreland Zone	\$100.00
Residential Building-Shoreland Zone	\$150.00
Commercial Building-Non Shoreland Zone	\$150.00
Commercial Building-Shoreland Zone	\$400.00
Residential Accessory Structure-Non-Shoreland Zone	\$75.00
Residential Accessory Structure-Shoreland Zone	\$75.00
Commercial Accessory Structure-Non Shoreland Zone	\$100.00
Commercial Accessory Structure-Shoreland Zone	\$150.00
Site Visit/Final Plan Review * when applicable*	\$200.00

Fees based on footprint square footage: ⁽¹⁾

Commercial/Industrial: ⁽²⁾	\$0.25/Sq. Ft.
Residential: ⁽²⁾	\$0.15/Sq. Ft.
Accessory Structure: ⁽²⁾ ⁽³⁾	\$0.15/Sq. Ft.
Agricultural: ⁽²⁾	\$0.15/Sq. Ft.

- NOTES:
- (1) Footprint area to be calculated by measuring the building's external dimensions.
 - (2) Second and third floor areas shall be included as:
 - a. Cape 2nd floor area = 1.4 times footprint area
 - b. Gambrel 2nd floor area = 1.75 times footprint area
 - c. Colonial 2nd floor area = 2.0 times footprint area
 - d. Other floor area configurations or third floor areas shall be computed using a. through c. as reference guidelines.
 - (3) Non-inhabited, attached garages shall be classed as accessory structures.

After-the-Fact Permits – Fees above to be quintupled for Shoreland Zone; doubled in other areas.

Commercial/Industrial Site Plan Review Application Fee - \$250.00.

Technical Review Fee – To be determined by the Planning Board.

After-the-Fact Permits – Fees above to be quintupled.

The Building Permit fees will not be used for assessing purposes.

- 9) FLOODPLAIN ZONE: If your property is within the floodplain zone, attach a copy of your *Flood Hazard Development Permit Application* with your application to the Planning Board and include the non-refundable \$30.00 fee. (Article IV and V Floodplain Management Ordinance for the Town of Bremen, Maine 07/16/2015).
- 10) EROSION CONTROL PLAN: If required, written erosion and sedimentation control plan.

CERTIFICATION

I certify that all the information submitted in this Application is, to the best of my knowledge, true and correct, and all proposed uses shall be in conformance with this Application and all State and Bremen Laws and Ordinances. I also agree to allow the Bremen Planning Board to conduct a site review, if necessary, to permit this Application and to future inspections by the Code Enforcement Officer during reasonable hours.

Before Planning Board Signatures:

The property shown on this plan may be developed and used only as depicted on this approved plan. All elements and features of the plan and all representations made by the applicant in the record of the Planning Board proceeding are conditions of the approval. No change from the conditions of approval is permitted unless an amended plan is first submitted to and approved by the Planning Board.

APPLICANT'S SIGNATURE _____ Date: _____

APPLICANT'S SIGNATURE _____ Date: _____

PLEASE BE SURE YOUR APPLICATION IS COMPLETE AND ALL THE REQUIRED ATTACHMENTS ARE INCLUDED