

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.

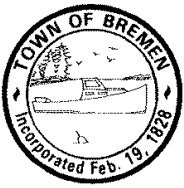
Signature: _____ Date: _____

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:



Town of Bremen Planning Board

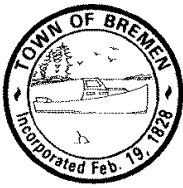
Application Submission Checklist and Waiver Requests

Please review and submit this checklist with your Building/Land Use Permit application for any permits that will be decided upon by the Planning Board. **This is provided as a courtesy only.** Applicants are still responsible for reviewing all applicable ordinances, and for providing the required components of the applications as outlined therein. Many items will be shown on a complete site plan; others may be included on the application form, your narrative or in the form of an attachment.

Note that incomplete applications may result in a delay of action. According to the Shoreland Zone Ordinance (SZO 16.D), the Planning Board has 50 days to review an application for completeness and another 50 days to make a decision. For non-Shoreland Zone projects, the Land Use Ordinance (LUO 11.5.10) requires the Planning Board to make a decision within 35 days after a related public hearing or within 45 days after the application has been deemed complete.

When choosing Not Applicable (N/A) below, be prepared to explain why the requirement is not applicable. When Requesting a Waiver (WR) for a required item or for one that is applicable or not applicable to your project, you should submit the reason in writing for the Waiver Request on this form (page 6) or in an included narrative.

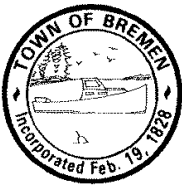
Project Name/Location			
Applicant			
Date of Submission/Receipt			
Date of Completeness		To be completed by the Planning Board	
Submitted? Applicable? Waiver Requested?		Ordinance or Source of Requirement	
Yes	N/A or WR	Per Application Attachments	Submission Requirements (all projects)
		1.	<p>COMPLETE 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. [also see LUO 11.5. 2.c below] 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.)</p> <p>The plan shall show at least, but not limited to: [also see LUO 11.5. 2.a.iv. below]</p> <ul style="list-style-type: none"> • The lot boundaries; [also see LUO 11.5. 2.a.iii. below] • Names of abutting property owners; [also see LUO 11.5. 2.a.v. and vi. below] • Location of any existing structures, roads, driveways, wells, septic systems; [also see LUO 11.5. 2.a.iv. below] • Location of proposed construction or activity; [also see LUO 11.5. 2.a.iv. below] • Upland edge of any wetland and/or the normal high-water line of any body of water; [also see LUO 11.5. 2.a.xiv. below] and • The required setback distance for water bodies, lot sideline, and frontage roads. [also see LUO 11.5. 2.a.xix. below]



Town of Bremen Planning Board

Application Submission Checklist and Waiver Requests

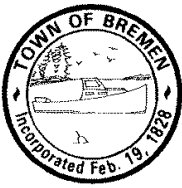
Yes	N/A or WR	Per Application Attachments	Submission Requirements (all projects)
		2.	SKETCH OF STRUCTURE. Please attach a simple elevation sketch of the proposed structure, including all dimensions (width, length, height to eaves, height to roof peak). If proposed structure is an expansion of a non-conforming structure, please include a sketch and dimensions of existing structure as well. [also see LUO 11.5. 2.b.vi. below]
		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. [also see LUO 11.5. 2.b.vii. below]
		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. [also see LUO 11.6.1. below]
		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. [also see LUO 11.6.1. below]
		6.	A PHOTOGRAPH or photographs of the area to be worked on before work has begun. [also see LUO 11.5.2.b.ix. below]
		7.	WRITTEN AUTHORIZATION FROM THE OWNER (if the owner is not the applicant). [also see LUO 11.5.5. below]
		8.	APPLICATION FEES
		9.	FLOODPLAIN ZONE: If your property is within the floodplain zone, attach a copy of your Flood Hazard Development Permit as issued by the Code Enforcement Officer. [see also LUO 11.6.1. below]
		10.	EROSION CONTROL PLAN: If required, written erosion and sedimentation control plan. [also see SZO 15.Q. and LUO 5.2.12.a. below]
Yes or N/A	Per SZO Section 16	SZO Permit Application Submission Requirements (when the project takes place within the Shoreland Zone only)	
	C.1.	Every applicant for a permit shall submit a written application, including a scaled site plan, on a form provided by the municipality, to the appropriate official as indicated in Section 14.	
	C.2.	All applications shall be signed by an owner or individual who can show evidence of right, title or interest in the property or by an agent, representative, tenant, or contractor of the owner with authorization from the owner to apply for a permit hereunder, certifying that the information in the application is complete and correct.	
	C.4.	If the property is not served by a public sewer, a valid plumbing permit or a completed application for a plumbing permit, including the site evaluation approved by the Plumbing Inspector, shall be submitted whenever the nature of the proposed structure or use would require the installation of a subsurface sewage disposal system.	



Town of Bremen Planning Board

Application Submission Checklist and Waiver Requests

Yes	WR	Per LUO Section 11.5	Submission Requirements (all projects)
		2.a.i.	Name of owner, and any agent or representative, with address, phone number, and email address for each; [as provided on the application form]
		2.a.ii.	Address, tax map and lot number of parcel(s) proposed for development; [as provided on the application form]
		2.a.iii.	Boundaries of tract or parcel; [as provided on the site plan]
		2.a.iv.	Location and size of existing and proposed buildings, structures, and other significant structures, and any structure to be moved or relocated, including use and proposed use thereof; [as provided on the site plan]
		2.a.v.	Names and addresses of all property owners within five hundred (500) feet of the property's boundaries; [as provided on the site plan or in a narrative]
		2.a.vi.	Location of buildings on abutting properties and within one hundred (100) feet of the property line of the proposed development; [as provided on the site plan]
		2.a.vii.	Location of existing public streets; [as provided on the site plan]
		2.a.viii.	Location of proposed access drives to the lot from public streets; [as provided on the site plan]
		2.a.ix.	Location and arrangement of proposed off-street parking and loading areas and their appurtenant drives and maneuvering areas; [as provided on the site plan]
		2.a.xi.	Location and size of existing and proposed signage, and all permanent outdoor features; [as provided on the site plan]
		2.a.xii.	Location of existing and proposed utilities and easements therefor, including sanitary sewage, water, and electricity; [as provided on the site plan]
		2.a.xiii.	Location of existing natural drainage ways, waterbodies, and wetlands, and proposed storm drainage facilities, including dimensions of culverts, pipes and similar facilities; [as provided on the site plan]
		2.a.xiv.	Location of waterbodies and wetlands within two hundred and fifty (250) feet of the property boundary including the location of the normal high-water line of any water body; [as provided on the site plan]
		2.a.xv.	Location, intensity, type, size, and direction of all outdoor lighting; [as provided on the site plan]
		2.a.xvii.	Location and type of existing and proposed fences, hedges, and trees of twelve (12) inch diameter at four and one half (4.5) feet above ground level; [as provided on the site plan]
		2.a.xviii.	Contour lines at appropriate intervals to show the effect on the land of existing and proposed grades for areas proposed to be excavated or filled if deemed necessary by the Planning Board; [as provided on the site plan]
		2.a.xix.	Setback dimensions from property lines and center of road; [as provided on the site plan]
		2.a.xx.	Proposed landscaping and buffering; [as provided on the site plan] and
		2.b.i.	A general description of the project's proposed use or activity; [as provided on the application and/or in a narrative]
		2.b.ii.	Evidence of the owner's technical and financial capability to complete the project as proposed;



Town of Bremen Planning Board

Application Submission Checklist and Waiver Requests

Yes	WR	Per LUO Section 11.5.	Submission Requirements (all projects)
		2.b.iii.	Copy of property deed, option to purchase, or other documentation to demonstrate right, title, or interest in the property on the part of the owner;
		2.b.iv.	Copies of existing and proposed easements, covenants, or deed restrictions;
		2.b.v.	An estimate of daily and peak hour traffic to be generated by the project; [as provided on the site plan or in a narrative]
		2.b.vi.	Exterior elevation plans of all proposed buildings or building expansions proposed;
		2.b.vii.	The septic system design including a copy of form HHE-200 (Subsurface Wastewater Disposal System Plan)
		2.b.viii.	A list of all State and Federal permits required for the project and the current application, approved permits, or approval status of each; [see below LUO 16.1]
		2.b.ix.	Photographs of the site; and
		2.c.	Unless directed otherwise for clarity by the Planning Board, all maps, plats, and plans shall be drawn to a scale of not more than 40 feet to the inch, or ¼" per foot for architectural plans.
		5.	TO WHOM ISSUED: A permit may not be issued except to the owner of record or his authorized agent. Written proof of authorization shall be required.
Yes	N/A or WR	Per LUO Section 11.5.	Submission Requirements (all projects)
		2.a.x.	Location of existing and proposed pedestrian walkways, if applicable . [as provided on the site plan]
		2.a.xvi.	Location and proposed use for areas proposed for outdoor recreation, if applicable . [as provided on the site plan]
		2.a.xxi.	The name, registration number, and seal of the licensed professional who prepared the plan, if applicable . [as provided on the site plan]
		2.b.x.	Other materials to ensure compliance with the ordinance. [including but not limited to the applicable items below]
Yes	N/A or WR	Per SZO Section 15	Other Submission Requirements as applicable (when the project takes place within the Shoreland Zone only)
		Q.	Erosion and Sedimentation Control. All activities which involve filling, grading, excavation or other similar activities which result in unstable soil conditions and which require a permit shall also require a written soil erosion and sedimentation control plan. The plan shall be submitted to the permitting authority for approval and shall include, where applicable , provisions for: <ul style="list-style-type: none"> a) Mulching and revegetation of disturbed soil. b) Temporary runoff control features such as hay bales, silt fencing or diversion ditches. c) Permanent stabilization structures such as retaining walls or rip-rap.
		P.	Archaeological Site. Any proposed land use activity involving structural development or soil disturbance on or adjacent to sites listed on, or eligible to be listed on the National Register of Historic Places, as determined by the permitting authority, shall be submitted by the applicant to the Maine Historic Preservation Commission for review and comment, at least twenty (20) days prior to action being



Town of Bremen Planning Board

Application Submission Checklist and Waiver Requests

			taken by the permitting authority. The permitting authority shall consider comments received from the Commission prior to rendering a decision on the application.
Yes	N/A or WR	Per LUO Section 5.2.	Other Submission Requirements <u>as applicable</u>
		5.	ARCHAEOLOGICAL AND HISTORIC RESOURCES: If any portion of the development site has been identified as containing historic or archaeological resources, the development project shall be required to submit inspection reports performed by qualified professionals to the State Historic Preservation Commission (SHPC). The development project shall be altered in accordance with the SHPC recommendations.
		12.a.	EROSION AND SEDIMENTATION CONTROLS/STORM WATER MANAGEMENT: The Permitting Authority may require an owner to have an erosion and sedimentation control plan prepared by a licensed professional civil engineer or certified professional in erosion and sediment control, in accordance with the Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices, latest revision, Maine Department of Environmental Protection (DEP). The Planning Board may require the review and endorsement of this plan by the Soil and Water Conservation District.
		29.f.	Groundwater. The permitting authority may require a hydrological study of groundwater impacts prepared by a Maine certified geologist.
Yes/No		Per LUO Section 11.6.	Other Requirements Before Approval <u>as applicable</u>
		2.	TAXES: A permit may not be considered until all taxes due to the Town on the owner's subject lot/premises have been paid in full.
Status or N/A		Per LUO Section 11.6.1.	Other Permits Please provide copies and status of any other relevant and applicable municipal, State, and Federal permits as related to this project and their status. This list is not exhaustive. It is your responsibility to list any not noted here.
			Growth Cap Permit
			Town Driveway Permit
			Subsurface Wastewater Disposal Plan/Permit
			Plumbing Permit
			Flood Hazard Development Permit
			Earth Material Extraction Permit
			Subdivision Permit
			DOT Driveway Permit

