

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

TOWN OF BREMEN SUBMISSION CHECKLIST

Property's Physical Address: _____

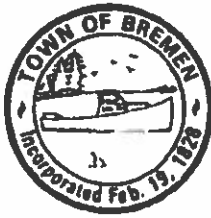
Proposed Use(s): _____

Please review and submit this checklist with your Planning Board Application for any permits that will be decided upon by the Planning Board. Applicants are 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 Zoning Ordinance (SZO 16.D), the Planning Board has fifty (50) days to review an application for completeness and another fifty (50) days to make a decision. For non-Shoreland Zone projects, the Bremen Land Use Ordinance (LUO 11.5.10) requires the Planning Board to make a decision within thirty-five (35) days after a related public hearing or within forty-five (45) days after the application has been deemed complete.

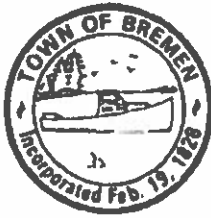
Applicants or agents completing this checklist should mark either "Y" or "N" in the "Included" column for each of the "Requirements for All Applications". If "Y" is indicated by the applicant or agent, the information or document called for in the requirement box must be included in the application. If "N" is indicated, the applicant should also check either the "N/A" (i.e. Not Applicable) or "Waiver" box, as appropriate. If "N/A" is selected and if, in the opinion of the Planning Board, the reasons for that selection are not self-evident, the applicant should be prepared to explain to the Planning Board the reason why the applicant considers the requirement "N/A". For example, in the case of the requirement in Bremen Land Use Ordinance Section 11.5.2.a.x, that requests the location of existing and proposed pedestrian walkways, if the proposed project does not include pedestrian walkways and no walkways are in place prior to submission of the application, this requirement would be considered "N/A". On the other hand, if the applicant is seeking a waiver for a requirement because the applicant believes that the requested information is not necessary to determine compliance with the Bremen Land Use Ordinance, the "Waiver" box should be checked. In this case, the applicant should explain the reasons for requesting a waiver in the space provided on page 8 of the checklist or on an additional sheet of paper titled "Waiver Request". Under Section 11.5.3 of the Bremen Land Use Ordinance, the Planning Board may waive any submission requirement based on a written request from the applicant. But that section of the Land Use Ordinance also states that a waiver of any submission requirement may be granted only if the Planning Board makes a written finding that the requested information is not required to determine compliance with the standards of the Ordinance.

Please note that for many checklist items, the "N/A" box is filled in with a black square. The information requested in these items must be included in the application or the applicant must request a waiver along with a stated reason as explained above. Simply checking the "N/A" box for these items is not sufficient to meet the submission requirement.



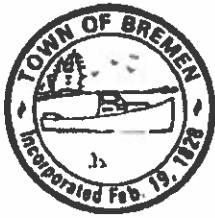
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Requirements for <u>All</u> Applications	Per LUO Section 11	Included (Y/N)	N/A	Waiver
Complete SITE PLAN. Applications for building permits must be accompanied by a complete and accurate site plan, drawn to scale no smaller than 1/4" = 10 ft. The Planning Board or CEO may require the Site Plan to be certified by a licensed surveyor, professional engineer, or architect.	5.2			
Name of owner, and any agent or representative, with address, phone number, and email address for each; (as provided on the application form).	5.2.a. i			
Address, tax map and lot number of parcel(s) proposed for development; (as provided on the application form).	5.2.a. ii			
Boundaries of tract or parcel; dimensions of the lot including total square footage and acreage; area of the lot in the Shoreland Zone; shore and road frontage; square footage and percentage of the lot in the Shoreland Zone currently covered and to be covered by non-vegetative surfaces, and areas where vegetation is to be removed.	5.2.a.iii			
Location and size of existing and proposed non-vegetative areas (existing structures, roads, driveways, wells, septic systems); (as provided on the site plan).	5.2.a. iv			
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 the applicant's narrative).	5.2.a. v			
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).	5.2.a.vi			
Location of existing public streets; (as provided on the site plan).	5.2.a.vii			
Location of proposed access drives to the lot; (as provided on the site plan).	5.2.a. viii			
Location and arrangement of proposed off-street parking and loading areas and their appurtenant drives and maneuvering areas; (as provided on the site plan).	5.2.a. ix			
Location of existing and proposed pedestrian walkways, if applicable; (as provided on this site plan).	5.2.a. x			
Location and size of existing and proposed signage, and all permanent outdoor features; (as provided on the site plan).	5.2.a. xi			
Location of existing and proposed utilities and easements therefor, including sanitary sewage, water, and electricity; (as provided on the site plan).	5.2.a.xii			
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).	5.2.a. xiii			



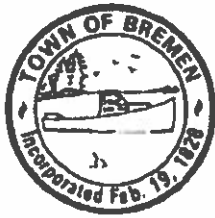
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Requirements for <u>All</u> Applications	Per LUO Section 11	Included (Y/N)	N/A	Waiver
Location of waterbodies and wetlands within two hundred and fifty (250) feet of the property boundary including the location of the normal high-water line of any water body; (as provided on the site plan).	5.2.a.xiv			
Location, intensity, type, size, and direction of all outdoor lighting; (as provided on the site plan).	5.2.a. xv			
Location and proposed use for areas proposed for outdoor recreation, if applicable; (as provided on the site plan).	5.2.a. xvi			
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).	5.2.a. xvii			
Contour lines at appropriate intervals to show 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).	5.2.a. xviii			
Setback dimensions from property lines, center of road, and water bodies; (as provided on the site plan).	5.2.a.xix			
Proposed landscaping and buffer; (as provided on the site plan).	5.2.a. xx			
The name, registration number, and seal of the licensed professional who prepared the plan, if applicable; (as provided on the site plan).	5.2.a. xxi			
A general description of the project's proposed use or activity; (as provided on the application and/or in a narrative).	5.2.b. i			
Evidence of the owner's technical and financial capability to complete the project as proposed.	5.2.b. ii			
A copy of the property deed, option to purchase, or other documentation to demonstrate right, title, or interest in the property on the part of the owner.	5.2.b. iii			
Copies of existing and proposed easements, covenants, or deed restrictions.	5.2.b. iv			
An estimate of daily and peak hour traffic to be generated by the project; (as provided on the site plan or in a narrative).	5.2.b. v			
Exterior elevation plans, or a sketch, of all proposed buildings or building expansions. This includes all dimensions (width, length, height to eaves, height to roof peak). If the proposed structure is an expansion of a non-conforming structure, please include a sketch and dimensions of the existing structure as well.	5.2.b. vi			



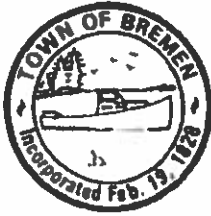
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Requirements for <u>All</u> Applications	Per LUO Section 11	Included (Y/N)	N/A	Waiver
<p>If the proposed use is a new dwelling, the septic system design including a copy of form HHE-200 (Subsurface Wastewater Disposal System Plan).</p> <p>If the existing use of the lot is for a dwelling unit, please attach a copy of the current HHE-200.</p>	5.2.b. vii			
<p>A list of all State and Federal permits required for the project and the current application, approved permits, or approval status of each (see also LUO 11.6.1 and page 7 of this checklist).</p> <p>The applicant is advised to consult with the CEO and appropriate State and Federal Agencies to determine whether additional permits or reviews are necessary.</p>	5.2.b. viii			
Photographs of the area to be worked on before work has begun.	5.2.b. ix			
Other materials to ensure compliance with the Ordinance.	5.2.b. x			
Unless directed otherwise for clarity by the Planning Board, all maps, plats, and plans shall be drawn to scale of not more than forty (40) feet to the inch, or ¼" per foot for architectural plans.	5.2.c			
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.	5.5			
<p>PERMITS. Applications for approval may not be considered complete for processing until all other required municipal, State, and Federal permits have been secured and evidence that they have been secured has been provided to the permitting authority unless State or Federal regulations require local approval first. Refer to page 7 for a list of permits that may be applicable to the project.</p>	6.1			
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.	6.2			



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Requirements for <u>All</u> Applications	Per LUO Section	Included (Y/N)	N/A	Waiver
<p>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. If in the Shoreland Zone, this action shall be taken at least twenty (20) days prior to action being taken by the Permitting Authority.</p>	<p>5.2.5 and SZO Section 15(W)</p>			
<p>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 <i>Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices, latest revision, Maine Department of Environmental Protection (DEP)</i>. The Planning Board may require the review and endorsement of the plan by the Soil and Water Conservation District. This item is required for all activities that involve filling, grading, excavation, or other similar activities that result in unstable soil conditions in the Shoreland Zone.</p>	<p>5.2.12 (a) and SZO Section 15 (T)</p>			
<p>GROUNDWATER. The Permitting Authority may require a hydrological study of groundwater impacts prepared by a Maine certified geologist.</p>	<p>5.2.29 (f)</p>			



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The following items are Additional Submission Requirements for Shoreland Zoning Ordinance Applications

Additional Requirements for SZO Applications	Per SZO Section	Included (Y/N)	N/A	Waiver
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.	16 (C)(1)			
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.	16 (C)(2)			
All applications shall be dated, and the CEO or Planning Board, as appropriate, shall note upon each application the date and time of its receipt.	16(C)(3)			
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.	16(C)(4)			
An applicant for a development shall provide to the permitting authority, as part of the permit application, photographs of the shoreland vegetation and development site as they existed prior to construction. Please also note , no later than twenty (20) days after completion of the development as determined by the Code Enforcement Officer, post-construction photographs of the shoreland vegetation and development site shall be provided to the permitting authority.	16(C)(5)			



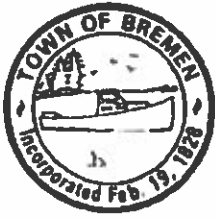
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PERMITS

The following “Permits” are documents, as required per LUO Section 11.6.1, that may be the responsibility of the applicant to obtain and submit to the Permitting Authority if they are applicable for the proposed use. If a Municipal, State, or Federal permit—that is required—is not in this list, the applicant is still required to include the unlisted permit and its status in this table.

Permit (in alphabetical order)	Submitted, Received or Not Applicable
Driveway Permit	
Earth Material Extraction Permit	
Flood Hazard Development Permit	
Growth Cap Permit	
MDOT Permit	
Plumbing Permit	
Shoreland Zone Permit for Clearing/ Removal of Vegetation ¹	
Subdivision Permit	
Additional Permits (as noted by the applicant)	

¹ Issued by the Bremen Code Enforcement Officer, if applicable



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WAIVER REQUESTS

The Planning Board may waive any of the submission requirements stated in the LUO based upon a written request of the owner. A waiver of any submission requirement may be granted only if the Planning Board makes a finding that the information is not required to determine compliance with the Ordinance standards.

LUO Section	Reason for Waiver Request

Additional Waiver Provisions per the LUO Section 11.5	
The Planning Board may waive requirements for lot coverage only upon making a finding that:	
4.a.i.	The greater lot coverage does not have an adverse impact on neighboring properties as to aesthetics,
4.a.ii.	The lot coverage does not encroach upon setback requirements; and
4.a.iii	The lot coverage increase does not conflict with any other parts of the Ordinance or the most recent comprehensive plan.
The Planning Board may waive requirements for noise standards for Industrial uses (only) upon making a finding that:	
4.b.i.	The noise level does not exceed 85 dBA measured at the property line;
4.b.ii.	The increased noise level is not sustained or rhythmic in nature;
4.b.iii.	The increased noise level does not occur before 6 AM or after 6 PM; and
4.b.iv	The increased noise level does not conflict with any other parts of the Ordinance or the most recent comprehensive plan.