



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.**



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NOTE TO HOMEOWNERS:

Please be advised that the Town of Bremen requires a Certificate of Occupancy completed by our Code Enforcement Officer for the following:

11.10. CERTIFICATE OF OCCUPANCY REQUIREMENT

1. After a building, structure, or part thereof has been erected, enlarged, or moved, or undergone alteration, pursuant to approval under this Ordinance, a Certificate of Occupancy shall be obtained from the CEO for the proposed use before the same may be occupied or used.
2. For projects involving the construction of more than ten thousand (10,000) square feet of gross floor area or twenty thousand (20,000) square feet of impervious surface, the applicant shall provide the CEO with a set of construction plans showing the building(s) and site improvements as actually constructed on the site. These "as-built" plans shall be submitted by a licensed professional prior to issuance of a Certificate of Occupancy.
3. Before the issuance of the Certificate of Occupancy, the CEO shall determine that the proposed use of the building, facility, and/or land conforms to the requirements of all applicable Town ordinances, State and Federal laws and regulations, and any conditions of approval imposed on the project. Occupancy without the required certificate shall be deemed to be a violation of this Ordinance and subject to enforcement action as provided in Section 11.11.
4. A copy of each issued Certificate of Occupancy and the as-built plan if applicable, shall be retained by the Town as a permanent public record.



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APPLICATION FOR A PLANNING BOARD PERMIT UNDER THE BREMEN LAND USE ORDINANCE AND/OR SHORELAND ZONING ORDINANCE¹

Please circle all that apply:

New Structure(s)

New Land Use

Essential Services

Addition/ Expansion/
Alteration

Change/ Expansion of
Use

Public/ Private
Recreation Area

Reconstruction/
Relocation

Commercial

Road Construction

Single Family
Residence

Industrial

Parking Facilities

Multi-Family
Residence

Governmental/
Institutional

Other (Specify)

Accessory Building

Aquaculture

Located within
Shoreland Zone²

Seasonal to Year-
Round Conversion

Agriculture

Filling/ Earth Moving
greater than 10 cubic
yards³

Alteration to
Nonconforming
Structure

Marina

Pier/Dock/Wharf

Home Occupation

Low Impact Business

1. Physical Address of Property: _____
2. Map: _____ Lot: _____
3. Zoning District(s): _____
4. Applicant/ Agent Name: _____ Work Phone: _____
5. Email Address: _____
6. Mailing Address(if different from Property Address): _____
7. Owner (if different from Applicant): _____ Work Phone: _____
8. Owner's Mailing Address: _____

¹ Consult the Bremen Subdivision Ordinance, Flood Plain Management Ordinance, or Earth Material Extraction and Use Ordinance for Application Requirements under those Ordinances.

² Please also complete the applicable portions on Page 6.

³ Permit required in the Shoreland Zone Only



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9. Brief Description of Project:

10. Current Use of Property: _____
11. Total Lot Area: _____ Acres _____ Square Feet
12. If area is less than 40,000 square feet, was lot in existence on March 24, 1984: **Y / N / Not Applicable**
13. Total Non-Vegetated Surfaces at the time of this Application: _____ Square Feet
14. Total Non-Vegetated Surfaces after construction proposed in this Application: _____ Square Feet
15. Is the project to be an expansion of a legal non-conforming structure that does not meet any one or more of the current dimensional or setback requirements? **Y / N**
16. If you responded "Yes" to Question 15, explain how the structure does not meet current dimensional or setback requirements:

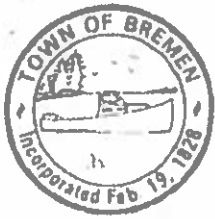
ADDITIONAL INSTRUCTIONS

Applicants should read the applicable ordinance requirements in detail to better understand the application and other requirements for securing Planning Board approval. In addition to the application requirements listed above, the Planning Board requires several other pieces of information as part of the application process to help make decisions on an application: a site plan, a completed checklist and waiver request, a brief narrative, an elevation sketch of the proposal, and other relevant documents. These items are described below.

SITE PLAN

Applicants must provide an accurate site plan drawn to a scale no smaller than 1/4 inch = 10 feet, unless the Planning Board has agreed to another, more appropriate scale. In some circumstances, the Planning Board may require the site plan to be certified by a licensed surveyor, professional engineer, or architect. The site plan should include the following:

- The project name, who prepared the site plan and professional certification, if any.
- The dimensions of the proposed activity or structure such as height, width, and footprint; its location on the property; as well as lot boundaries, location on the lot of current setback requirements such as distances from the property sidelines, the center of the road, and any wetlands or water bodies; and the actual distance of the closest point of the activity or structure to lot boundaries, roads, and any wetlands or waterbodies.
- The total square footage and acreage of the lot and the area of the lot in the Shoreland Zone, if applicable, as well as the dimensions of lot's shore and road frontages.
- The square footage, location, and percentage of the lot that is currently covered and to be covered by non-vegetated surfaces, and other areas where vegetation is to be removed. If the development is located in the Shoreland Zone, provide separate calculations for these areas within the Shoreland Zone and for the lot as a whole.
- The names and addresses of abutting property owners and other property owners within 500 feet of the subject property, as well as the locations of buildings on abutting properties that are within 100 feet of the property line of the proposed development.
- The locations of all proposed construction activity on the lot, including areas where the type of existing vegetation will be changed or removed.



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- The upland edges of any wetland and/or the normal high-water line of any water body on the lot, and the location of other waterbodies or wetlands on abutting properties that are within 250 feet of the property boundary.
- The location of existing and/or proposed public streets, access drives to the lot, and any parking or paved areas.
- The locations of existing and proposed utilities including water wells, electricity, and septic system and easements therefor.
- Other requirements that may be applicable to the proposal in question as set out in the Application Submission Checklist and Waiver Request to ensure compliance with the relevant ordinances.

CHECKLIST AND WAIVER REQUEST

Applicants must provide a completed Application Submission Checklist to ensure that an application is ready for Planning Board review, and a Waiver Request Form to identify and explain the reasons for any request to waive submission requirements. Please see the Checklist for instructions when filling it out.

NARRATIVE

Applicants must provide a brief written narrative describing what activity is being proposed in the application, including a description of the project's use or activity, any proposed construction (dimensions, height, setbacks, etc.), any removal of trees or other vegetation, and any erosion control measures. This narrative should provide the Planning Board with a single point summary of information unique to this project that would help obviate questions from the Board and aid it in reaching a well-reasoned and ordinance-based decision on an application. The Board recognizes that some of this information may also appear in other forms, such as Notes or other representation on a site plan.

ELEVATION SKETCH

To assist the Board in visualizing the project, applicants must provide an elevation sketch or sketches of the proposed structure drawn to scale, including all dimensions of the structure such as width, length, height to eaves, and height to roof peak. If a proposed structure is an expansion of a non-conforming structure, a sketch and the dimensions of the existing structure must be provided as well.

RELEVANT DOCUMENTS

Finally, applicants must provide relevant documents such as a copy of the property deed or other documentation to demonstrate right, title, or interest in the property as well as copies of existing and proposed easements, covenants, or deed restrictions and photographs of the area to be worked, before work has begun. The applicant should also provide a list of all local, State, and Federal permits or approvals associated with construction and use of the property and attach copies to the application package. If the applicants does not have all such permits in hand, they must provide the status of obtaining each outstanding approval.

RECOMMENDED READING

The Board recommends that before completing an application, an applicant read the relevant ordinances to understand the application requirements and applicable land use standards that must be met, and consult the Town Shoreland Zoning Map to determine if the activity is located within the Shoreland Zone and the associated Shoreland Zone district. In addition, applicants should consult the Planning Board-produced brochure "A Guide to Building in Bremen." All of these documents are on the Town website and, to aid the applicant, the online-version of the brochure has links to appropriate Town ordinances.



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CERTIFICATION

I certify that all 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 visit, if necessary, to permit this Application and to future inspections by the Code Enforcement Officer during reasonable business hours.

The property shown on this plan may be developed and used only as depicted on this approval 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: _____

Owner's Signature: _____

Date: _____



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Planning Board Permit Fees

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

Fees based on footprint square footage: ⁽¹⁾

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



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SITE VISIT

Dear Applicant:

To enable the Planning Board to act on your application as expeditiously and completely as possible, the Board may hold a fact-finding site visit on the Sunday immediately preceding the regularly scheduled monthly meeting of the Planning Board in accordance with Bremen's Land Use Ordinance. Because the Planning Board may have more than one site visit on the date your property is to be visited, the Board will attempt to provide you with an approximate time of its visit.

Between November 1st and March 31st, these site visits will start at 3:00 p.m.

Between April 1st and October 31st, these site visits will start at 4:00 p.m.

Please note, if you are not available for the site visit on the prescribed date and do not wish to have the Planning Board visit in your absence, your application may still be considered at the regularly scheduled meeting. Be advised, however, that the Planning Board may elect to table your application until a mutually convenient date for a site visit can be arranged.

Thank you for your cooperation
 Bremen Planning Board

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

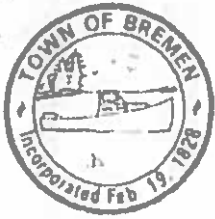
_____ I will NOT be at my property for the site visit, but the Planning Board has my permission to hold a site visit in my absence.

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

Notes/ Comments:

Signature: _____

Date: _____



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FOR SHORELAND ZONING APPLICATIONS ONLY

- S1. Shoreland Zoning District: _____
- S2. If the lot is less than 80,000 sq. ft. and/ or the shore frontage is less than 300 ft., was the lot created prior to March 31, 2001: **Y / N / Not Applicable**
- S3. Horizontal distance of the closest point of each proposed structure to the normal high-water line: _____ feet. (show on site plan as well).
- S4. Horizontal distance of the closest point of any existing structures from the normal high-water line: _____ feet. (show on site plan as well).

If the project includes expansion or other alteration of a structure (or structures) that is non-conforming with respect to the current shoreline setback requirement, please complete S5-S7 below.

- S5. Portion of all structure(s) within 25-75 feet from the normal high-water line
- A. Maximum allowed combined total footprint: 1,000 Sq. Ft.
 - B. Existing combined total footprint: _____ Sq. Ft.
 - C. Allowed expansion (A-B): _____ Sq. Ft.
 - D. Proposed expansion(s): _____ Sq. Ft.
 - E. Maximum allowed height: 20 Ft. or height of existing structure whichever is greater.
 - F. Existing height of structure: _____ Ft.
 - G. Allowed height increase (E-F): _____ Ft.
 - H. Proposed height: _____ Ft.
- S6. Portion of all structure(s) within 75-100 feet from the normal high-water line
- A. Maximum allowed combined total footprint: 1,500 Sq. Ft.
 - B. Existing combined total footprint: _____ Sq. Ft.
 - C. Allowed expansion (A-B): _____ Sq. Ft.
 - D. Proposed expansion(s): _____ Sq. Ft.
 - E. Maximum allowed height: 25 Ft. or height of existing structure whichever is greater.
 - F. Existing height of structure: _____ Ft.
 - G. Allowed height increase (E-F): _____ Ft.
 - H. Proposed height: _____ Ft.
- S7. Portion of all structure(s) within 100-150 feet from the normal high-water mark
- A. Maximum allowed combined total footprint: 2,000 Sq. Ft.
 - B. Existing combined total footprint: _____ Sq. Ft.
 - C. Allowed expansion (A-B): _____ Sq. Ft.
 - D. Proposed expansion(s): _____ Sq. Ft.
 - E. Maximum allowed height: 30 Ft. or height of existing structure whichever is greater.
 - F. Existing height of structure: _____ Ft.
 - G. Allowed height increase (E-F): _____ Ft.
 - H. Proposed height: _____ Ft.

Bremen Shoreland Zoning Ordinance Section 12 (C)(1)(b):
 Expansion of any portion of a structure within 25 feet horizontal distance of the normal high-water line of a water body or upland edge of a wetland is prohibited, even if the expansion will not increase nonconformity with the water body or wetland setback requirement.

