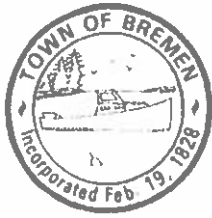




TOWN OF BREMEN
PO BOX 171, 208 WALDOBORO RD
BREMEN, MAINE 04551
(207) 529-5945 • FAX (207) 529-6302

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:

<u>New Structure(s)</u>	<u>New Land Use</u>	<u>Essential Services</u>
<u>Addition/ Expansion/ Alteration</u>	<u>Change/ Expansion of Use</u>	<u>Public/ Private Recreation Area</u>
<u>Reconstruction/ Relocation</u>	<u>Commercial</u>	<u>Road Construction</u>
<u>Single Family Residence</u>	<u>Industrial</u>	<u>Parking Facilities</u>
<u>Multi-Family Residence</u>	<u>Governmental/ Institutional</u>	<u>Other (Specify)</u> _____ _____
<u>Accessory Building</u>	<u>Aquaculture</u>	<u>Located within Shoreland Zone²</u>
<u>Seasonal to Year- Round Conversion</u>	<u>Agriculture</u>	<u>Filling/ Earth Moving greater than 10 cubic yards³</u>
<u>Alteration to Nonconforming Structure</u>	<u>Marina</u>	
<u>Pier/Dock/Wharf</u>	<u>Home Occupation</u>	
	<u>Low Impact Business</u>	

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

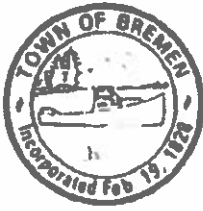
To assist the Board in visualizing the project, applicants must provide an elevation sketch or sketches of the proposed structure drawn to scale, including all dimensions of the structure such as width, length, height to eaves, and height to roof peak. If a proposed structure is an expansion of a non-conforming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

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
Flood Hazard Development Permit	\$75.00

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.

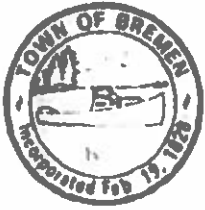
- NOTES:**
- (1) Footprint area to be calculated by measuring the building's external dimensions.
 - (2) Second and third floor areas shall be included as:
 - a. Cape 2nd floor area = 1.4 times footprint area
 - b. Gambrel 2nd floor area = 1.75 times footprint area
 - c. Colonial 2nd floor area = 2.0 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.



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TOWN OF BREMEN SUBMISSION CHECKLIST

Property's Physical Address: _____

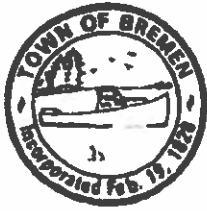
Proposed Use(s): _____

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.

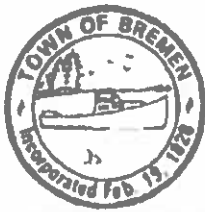
Applicants or agents completing this checklist should mark either "Y" or "N" in the "Included" column for each of the "Requirements for All Applications". If "Y" is indicated by the applicant or agent, the information or document called for in the requirement box must be included in the application. 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.



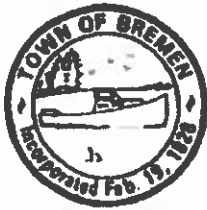
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Requirements for <u>All</u> Applications	Per LUO Section 11	Included (Y/N)	N/A	Waiver
Complete SITE PLAN. Applications for building permits must be accompanied by a complete and accurate site plan, drawn to scale no smaller than 1/4" = 10 ft. The Planning 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			



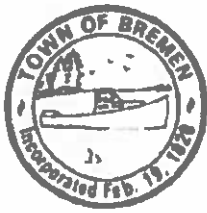
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Requirements for <u>All</u> Applications	Per LUO Section 11	Included (Y/N)	N/A	Waiver
Location of waterbodies and wetlands within two hundred and fifty (250) feet of the property boundary including the location of the normal high-water line of any 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			



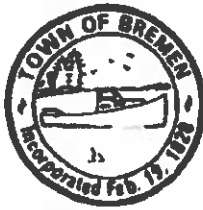
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Requirements for <u>All</u> Applications	Per LUO Section 11	Included (Y/N)	N/A	Waiver
<p>If the proposed use is a new dwelling, the septic system design including a copy of form HHE-200 (Subsurface Wastewater Disposal System Plan).</p> <p>If the existing 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.</p> <p>Refer to page 7 for a list of permits that may be applicable to the project.</p>	6.1			
<p>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.</p>	6.2			



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Requirements for <u>All</u> Applications	Per LUO Section	Included (Y/N)	N/A	Waiver
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.	5.2.5 and SZO Section 15(W)			
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.	5.2.12 (a) and SZO Section 15 (T)			
GROUNDWATER. The Permitting Authority may require a hydrological study of groundwater impacts prepared by a Maine certified geologist.	5.2.29 (f)			



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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.