



# Town of Brunswick, Maine

INCORPORATED 1739

DEPARTMENT OF PLANNING AND DEVELOPMENT

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**BRUNSWICK PLANNING BOARD  
DEVELOPMENT REVIEW PACKET  
MAJOR REVIEW**

This Packet Includes:

- I. Summary of the Review Process
- II. Sketch Plan Application Form and Submission Checklist
- III. Final Plan Application Form and Submission Checklist

Note that this review process summary and the submission checklist are provided only as a ready reference for your convenience. For a complete reading of the provisions governing development review in Brunswick, the applicant must refer to the Brunswick Zoning Ordinance, copies of, which are available for a fee from the Codes Enforcement Office.

The purpose of Development Review is to ensure that the development of land occurs in a manner that conforms to the Brunswick Zoning Ordinance and reasonably protects public facilities, the natural environment and neighboring uses. Development review includes subdivision and site plan reviews. In order to expedite smaller projects, review is classified into “Major” and “Minor” review. Major review is conducted by the Planning Board, and Minor review is conducted by the Staff Review Committee. Applicants are advised that even if Development Review is not required for your particular project, a building, electrical or plumbing permit may be. For further information, contact the Codes Enforcement Office.

### **APPLICABILITY/MAJOR REVIEW**

Major Review is conducted by the Planning Board, and involves two phases: sketch plan and final. During both phases, a recommendation by the Staff Review Committee is required. The following activities are subject to Major Development Review.

- A. The creation of a subdivision, as defined by 30-A M.R.S.A. Section 4401, as amended.
- B. Development activity, or combination of activities that, within any five year period results construction that falls within the following thresholds:
  - In the MU4 (Fox Run), CC (Cooks Corner), I2 (Church Road Industrial Park), I3 (Bath Road Industrial Park), I4 (Exit 22), HC2 (Inner Bath Road):
    - 10,000 square feet or more of new gross floor area;
    - 10,000 square feet or more of new impervious surface; OR
    - Cumulative Total of 15,000 square feet or more of gross floor area and Impervious surface combined.
  - In ALL OTHER ZONING DISTRICTS:
    - 5,000 square feet or more of new gross floor area;
    - 5,000 square feet or more of new impervious surface; OR
    - Cumulative Total of 7,500 square feet or more of gross floor area and Impervious surface combined.
- C. Construction of 2 or more drive-up windows.
- D. Changes of Use that affect 10,000 square feet or more of gross floor area
- E. Changes of Use that involves the conversion of a single or two-family home to any other use in Town Residential and Residential Districts.
- F. The development or expansion of a Mobile Home Park
- G. Development Subject to a Special Permit that involves the creation of 5,000 square feet or more of new impervious surface.
- H. All construction in the Brunswick Naval Air Station Flight Path Overlay, pursuant to Section 214 of the Zoning Ordinance.
- I. Construction within the Aquifer Protection Overlay, pursuant to Section 209.
- J. Mineral Extraction, pursuant to Section 306.6.
- K. The addition or expansion of a canopy for gasoline sales stations, pursuant to Section 306.14.

Note that these Development Review Thresholds shall be based upon cumulative development over a five-year period. If any threshold is exceeded during that period, all development that has occurred within that time frame shall be subject to major review.

## **Restrictions on Activities During Review:**

Applications are considered to be “pending” from the date of the submission of a Sketch Plan until the plan is either approved, approved with conditions or denied by the Planning Board. Demolition, excavation, filling, grading, removal of topsoil, and clearing of vegetation are prohibited on any portion of a property that has a pending application. Such activities may cause the application to be denied, and the application process shall be terminated. If an applicant is refiled on that property, a detailed plan for the remediation of any adverse impacts associated with the restricted activity will be required.

If you have a pending application, you may legally conduct certain activities. This includes the development of a lot not included in a subdivision or proposed subdivision unless such lot is subject to a pending site plan application; activities required for the routine maintenance of existing structures or uses or to remedy a fire hazard; non-disruptive activities associated with information gathering needed for the pending application; and activities that are unrelated to the pending application as determined by the Codes Enforcement Officer.

## **REVIEW PROCESS**

### **Pre-Application Meetings**

Pre-Application Meetings prior to sketch plan approval are optional, but strongly recommended prior to the expenditure of funds toward the design of a development plan. The applicant is encouraged to present information relevant to the property that may assist the Planning Board and Town Staff in providing input for the application. Such information may include a portion of a USGS topographic map showing the properties boundaries and the surrounding area, tax assessor’s maps of the proposed application, a plot plan or survey showing the property’s area, shape, and existing features, and the purpose and proposed configuration of the development. It is also strongly recommended that an informal meeting be scheduled with the Department of Planning and Development to Provide Guidance.

### **Sketch Plan**

When an application is submitted to the Planning Board, that application will have formal standing. The Planning Board will then consider the sketch plan and will provide planning direction to the applicant in accordance with all pertinent provisions of the ordinance. After completing its review of the application, the Planning Board shall vote to deny, approve, or approve with conditions.

### **Final Plan**

Once the Planning Board votes to deem a Final Plan application to be complete, the Board shall undertake its review. The Planning Board may vote to approve, approve with conditions, or deny the final application. For subdivisions, the application is deemed to be approved when a quorum of the Planning Board signs the final plan.

### **Required Notification**

All owners of property within a 200-foot radius of the boundaries of the proposed development shall be notified about the application and the time of the Planning Board meeting. The Planning Office is responsible for identifying and notifying these property owners.

### **Public Hearings**

Public Hearings are required for any project that results in the new development of 30,000 or more square feet; or for any subdivision resulting in the creation of 20 or more lots. The Planning Department will prepare a notice of the date, time and place of the hearing with a brief description of the application and its location. This notice shall be distributed to the applicant and the owners of all property located within a 200 foot radius of the subject property.

## **Determination of Completeness of an Application**

An application is considered to be complete when an application form and all plan requirements or waiver requests have been submitted to the Director of Planning & Development. Within five working days of receiving an application, the Director of planning and Development shall determine whether the application is complete. If an item is missing from the application and not waiver has been requested for it, the Director of Planning and Development shall notify the applicant in writing that the application is not complete and request the additional information. The applicant shall submit the additional information as soon as possible and the procedure shall be repeated until the application is complete. With the exception of a pre-application meeting, no item will be placed on the Planning Board's agenda until the application is complete. Complete means that all submission requirements or waiver requests have been submitted; any additional information requested from the Planning Board at a previous meeting has been provided and all conditions of any relevant prior approval for the property have been fulfilled, unless the application describes the manner in which unfilled applications will be addressed.

## **Time Frames for Major Project Review**

The table on the following page outlines the time frames for major development review.

## **Review Criteria**

The Planning Board may not approve a final plan unless it finds that all provisions of Section 411 have been satisfied. Section 411 has been included in this packet.

## **Waivers**

Requests for Waivers must be identified when an application is submitted. The applicant must provide the reasons for the waiver, in accordance with Section 410 of the Zoning Ordinance, which is included in this packet.

## **Impact Fees**

The Town of Brunswick has several impact fees, which must be paid prior to the issuance of a building permit for an approved project. The fee formulae currently in effect are provided upon request.

## **Application Fees**

The following application fees shall be paid for any project undergoing development review. For all projects a \$20.00 fee is assessed to cover the cost of abutter mailings. For projects that require a public hearing or projects for which the Planning Board schedules a public hearing an additional \$200.00 fee will be assessed to cover the costs of advertising the public hearing.

**Subdivision:** SKETCH PLAN: \$100 per lot proposed  
FINAL PLAN: \$150 per lot proposed

**Other:** SKETCH PLAN fee:

- For projects with new building construction of more than 2,500 square feet the cost equals the total amount of square footage for all buildings multiplied by \$0.03.
- For all other developments the fee is \$150.00.

FINAL PLAN fee:

- For projects with new building construction of more than 2,500 square feet the cost equals the total amount of square footage for all buildings multiplied by \$0.10.
- For all other developments the fee is \$150.00.

<p>1. Three (3) Weeks Prior to Scheduled Planning Board Meeting</p>	<p>a) Deadline for filing application to Planning Board for that meeting.</p> <p>b) Applicant must submit one substantially complete set of application materials to the Director of Planning and Development. Director of Planning and Development shall date stamp the application and shall review the application for completeness.</p>
<p>2. Two (2) Weeks Prior to Scheduled Planning Board Meeting</p>	<p>a) Director of Planning and Development issues a finding of preliminary completeness of application. Completeness indicates that all required application materials have either been submitted or a waiver has been requested. If the application is found to be incomplete, the applicant shall be notified in writing, and the application shall not be placed on the Planning Board's agenda. The applicant may resubmit the application when complete.</p> <p>b) If the Director of Planning and Development finds that the application is complete, indicating that all required application materials have either been submitted or a waiver has been requested, the applicant shall submit 18 copies of all plans and materials required for review, one copy of which shall be distributed by the Director of Planning and Development to the Curtis Memorial Library. For any plan that is greater in size than 11" x 17", the applicant may chose to submit five full sized copies and one copy reduced to 11" x 17" to the Planning Department.</p> <p>c) The Town shall submit notification to persons entitled to notification pursuant to Section 405.2B.</p>
<p>3. Between Two (2) Weeks and Five (5) Days Prior to Scheduled Planning Board Meeting</p>	<p>a) Application shall be brought before the Staff Review Committee for comments and recommendations to assist the Planning Board in its review.</p> <p>b) If the project is subject to a public hearing, the first of two hearing notices shall appear in a paper of general circulation within this time frame. The first notice shall appear in the newspaper no less than 7 days prior to the hearing.</p>
<p>4. Four (4) Days Prior to Scheduled Planning Board Meeting</p>	<p>a) The Director of Planning and Development shall issue preliminary findings which shall review the application based on Section 411, and shall issue a draft set of conditions of approval, if any. This material must be mailed, faxed or hand delivered to the Planning Board and the Applicant.</p>

**MAJOR DEVELOPMENT REVIEW  
SKETCH PLAN APPLICATION**

1. Project Name: \_\_\_\_\_

2. Project Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

3. Authorized Representative

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

3. List of Design Consultants. Indicate the registration number, address and phone number Of any engineer, surveyor, architect, landscape architect or planner used:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

5. Physical location of property being affected: \_\_\_\_\_

6. Lot Size: \_\_\_\_\_

7. Zoning District: \_\_\_\_\_

8. Indicate the interest of the applicant in the property and abutting property. For example, is the applicant the owner of the property and abutting property? If not, who owns the property subject to this application? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Assessor's Tax Map \_\_\_\_\_ Lot Number \_\_\_\_\_ of subject property.

10. Brief description of proposed use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Describe specific physical improvements to be done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner Signature: \_\_\_\_\_

Applicant Signature (if different): \_\_\_\_\_

**Required Attachments (by Applicant):**

- Sketch Plan Check List
- Sketch Plan Requirements for Open Space Developments (if applicable)
- Request for Waivers (if applicable)
- Required Copies of Sketch Plan

**Required Attachment (by Planning and Development Department):**

- Listing of all owners of property within 200-foot radius of property under review.

**SKETCH PLAN REQUIREMENTS**

**Key: “O”= omit; “S”=submit; “NA”=not applicable; “W” = waiver; “P”=pending**

Item	O	S	NA	W	P	Comments
Indicate Variances Granted						
Indicate Special Permits						
Indicate Special Exceptions						
Date, north point, scale						
Land area, existing use of the property, location of proposed development, locations reserved for future development						
Tentative rights-of-way locations, lot lines, lot numbers, lot areas						
Estimated soil boundary locations from the Soil Conservation Service Medium Intensity Soil Survey noting areas of severe and very severe soil limitations						
Existing natural, topographical, and cultural features including areas of steep slopes, bedrock outcrops, ponds, streams, aquifers, and other water bodies, wetlands, groundwater recharge areas, slumps, flood hazard areas, trees, and other vegetation, excavation sites, stone walls, net site area, historic and archeological sites, structures, or districts, and any other pertinent features.						
Tentative locations of proposed structures, owners of existing structures, and neighboring land uses						
Special conservation and recreation areas						
Location map						
Zoning information, including the zoning district(s) in which the property is located and the location of any overlay zones depicted on the plan.						
Any conditions imposed by previous development on the site.						
Other information Planning Board/Staff Review Committee deems necessary to conduct an informed review.						
Letter of consent signed by property owner authorizing the development review application in cases where applicant is not the owner of the property.						
Application Fee						
For Open Space Developments, sketch plan design review requirements indicated in Section 308.1						
Open Space Development: Request for Bonus Density						

**MAJOR DEVELOPMENT REVIEW  
FINAL PLAN APPLICATION**

1. Project Name: \_\_\_\_\_

2. Project Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

3. Authorized Representative

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

4. List of Design Consultants. Indicate the registration number, address and phone number Of any engineer, surveyor, architect, landscape architect or planner used:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

5. Physical location of property being affected: \_\_\_\_\_

6. Lot Size: \_\_\_\_\_

7. Zoning District: \_\_\_\_\_

8. Indicate the interest of the applicant in the property and abutting property. For example, is the applicant the owner of the property and abutting property? If not, who owns the property subject to this application? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. Assessor's Tax Map \_\_\_\_\_ Lot Number \_\_\_\_\_ of subject property.

10. Brief Description of proposed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11. Describe Specific Physical Improvements to be Done: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Owner Signature: \_\_\_\_\_

Applicant Signature (if different): \_\_\_\_\_

**Required Attachments (by Applicant):**

- Final Plan Check List
- Final Plan Requirements for Open Space Developments (if applicable)
- Request for Waivers (if applicable)
- Required Copies of Final Plan

**Required Attachment (by Planning and Development Department):**

- Listing of all owners of property within 200-foot radius of property under review.

## FINAL PLAN REQUIREMENTS

Key: "O" = omit; "S"=submit; "NA"=not applicable; "W" = waiver P=pending

Item	O	S	NA	W	P	Comments
Name of Development						
Scale, date, north point, area, number of lots (if subdivision)						
Boundaries of all lots and tracts with accurate distances and bearings, locations of all permanent monuments property identified as existing or proposed.						
Certification by a professional land surveyor that the land has been surveyed and the boundaries established in accordance with the State of Maine Board of Licensure for Professional Surveyors standards for Category 1 (Standard Boundary Survey), conditions 1, 2, or 3.						
Existing zoning district and overlay designation.						
Names of engineer and surveyor; and professional registration numbers of those who prepared the plan.						
Names of current owner(s) of subject parcel and abutting parcels.						
Name, location, width of paving and rights-of-way, profile, cross-section dimensions, curve radii of existing and proposed streets; profiles of center-lines of proposed streets, at a horizontal scale of 1" equals 50' and vertical scale of 1 inch equals 5 feet, with all elevations referred to in U.S.G.S. datum.						
A general road plan noting circulation, direction, traffic control devices, street lighting and type of lighting proposed.						
Existing and proposed easements associated with the development.						
Kind, location, profile and cross-section of all proposed drainage facilities, both within the development and outside of it, and a storm-water management plan which includes the submission requirements listed in the storm-water management checklist available in the Planning Department.						
Location of features, natural and artificial, such as water bodies, wetlands, streams, vegetation, railroads, ditches and buildings.						

Location of existing and proposed utilities; water, sewer, electrical lines, and profiles of underground facilities. Tentative locations of any private wells.					
Existing and proposed location, size, profile and cross section of sanitary sewers; description, plan and location of other means of sewage disposal with evidence of soil suitability.					
Topography with counter intervals of not more than 2 feet.					
A Class A (high intensity) Soil Survey prepared in accordance with the standards of the Maine Association of Professional Soil Scientists.					
Location of all existing trees over 10 inches in diameter, locations of tree stands, and a plan showing all trees to be removed as a result of the development proposal.					
Lighting plan showing details of all proposed lighting and the location of that lighting in relation to the site.					
Existing locations and proposed locations, widths and profiles of sidewalks.					
Location map.					
Approximate locations and dimensions of proposed parking areas.					
Proposed ownership and approximate location and dimensions of open spaces for conservation and recreation.					
Grading, erosion control, and landscaping plan; proposed finished grades, slopes, swells, and ground cover or other means of stabilization.					
Reference to special conditions stipulated by the Planning Board, with conditions either set forth in full or on the plan or identified as specific documents filed with the Board.					
A wetlands map drawn by a specialist delineating wetland boundaries in accordance with the methods prescribed by the US Army Corps of Engineers.					
Dedicated public open spaces, areas protected by conservation easements, and existing and proposed open spaces or recreation areas.					

For Open Space Development, a note indicating the total permitted lot count of the entire land tract based upon the destiny standards in this Ordinance, the number of lots created by the Plan, and the number of lots permitted to be subdivided in the future, as well as a table showing setback requirements and impervious surface coverage limits for each lot.						
Building envelopes showing acceptable locations for principal and accessory structures.						

**FINAL PLAN/SUPPORTING DOCUMENTS**

Key: "O" = omit; "S"=submit; "NA"=not applicable; "W" = waiver P=pending

Item	O	S	NA	W	P	Comments
Documentation of Ownership or contract.						
Drafts of legal documents appropriate to the application, including: deeds, easements, conservation easements, deed restrictions or covenants, home/property owners association declarations and by-laws, and such other agreements or documents as are necessary to show the manner in which conservation land will be owned, maintained, and protected.						
Draft performance guarantee or conditional agreement.						
Disclosure of any required permits from the Department of Environmental Protection, Marine Resources, US Army Corps of Engineers, Department of Inland Fisheries and Wildlife, or other agencies, as applicable; or, if a permit has already been granted, a copy of that permit.						
Any additional studies required by the Planning Board, which are deemed necessary in accordance with this Ordinance.						
Storm water management program for the proposed project prepared by a professional engineer.						
A storm water management checklist prepared by the Cumberland County Soil and Water Conservation District made available at the Brunswick Department of Planning and Development.						

An erosion and sedimentation control checklist prepared by the Cumberland County Soil and Water Conservation District.						
A statement from the Brunswick-Topsham Water District of conditions under which water will be provided.						
A statement from the Brunswick-Topsham Water District of its review and comments on the proposed use if the project involves development within the Aquifer Protection Zone.						
A Statement from the Fire Chief recommending the number, size, and location of hydrants, available pressure levels, road layout and street and project name, and any other fire protection measures to be taken.						
A statement from the Superintendent of the Brunswick Sewer District of the conditions under which the Sewer District will provide sewerage disposal service and approval of the sanitary sewers proposed within the development.						
Where a septic system is to be used, evidence of soil suitability.						
All applicable materials necessary for the reviewing entity to review the proposal in accordance with the Criteria of Section 411.						
A plan of all buildings with new construction or expansion of an existing facility, including type, size, and footprint, floor layout, setback, elevation of first floor slab, storage, and loading areas.						
An elevation view of all sides of each building proposed indicating height, color, bulk, surface treatment, and signage.						
A circulation plan describing all pedestrian and vehicle traffic flow on surrounding road systems.						
The size and proposed location of water supply and sewage disposal systems.						
A site landscaping plan indicating grade change, vegetation to be preserved, new plantings used to stabilize areas of cut and fill, screening, the size, location and purpose and type of vegetation.						