



Town of Brunswick, Maine

INCORPORATED 1739

DEPARTMENT OF PLANNING AND DEVELOPMENT

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**BRUNSWICK DEPARTMENT OF PLANNING AND DEVELOPMENT
DEVELOPMENT REVIEW PACKET
MINOR 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/MINOR REVIEW

Minor Review is conducted by the Staff Review Committee, and involves one phase: final review. The following activities are subject to Minor Development Review.

- A. 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):
 - Between 2,000 and 9,999 square feet of new gross floor area;
 - Between 2,000 and 9,999 square feet of new impervious surface; OR
 - Cumulative Total of between 3,000 and 14,999 square feet of gross floor area and impervious surface combined.
 - In ALL OTHER ZONING DISTRICTS:
 - Between 1,000 and 4,999 square feet of new gross floor area;
 - Between 1,000 and 4,999 square feet of new impervious surface; OR
 - Cumulative Total of between 1,500 and 7,499 square feet of gross floor area and impervious surface combined.
- B. Construction of 1 drive-up windows.
- C. Marine Activities that involve the creation of less than 5,000 square feet of new impervious surface.
- D. Development subject to Special Permit (Section 701) that results in the creation of less than 5,000 square feet of new impervious surface.

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 an application until the plan is either approved, approved with conditions or denied by the Staff Review Committee. 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

Final Plan

Once the Staff Review Committee votes to deem a Final Plan application to be complete, the Committee shall undertake its review. The Committee may either vote to approve, approve with conditions, or deny the final application. Appeals to a Staff Review Committee action may be made to the Planning Board.

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 Staff Review Committee meeting. The Planning Office is responsible for identifying and notifying these property owners.

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. No item will be placed on the Staff Review Committee’s agenda until the application is complete. Complete means that all submission requirements or waiver requests have been submitted; any additional information requested 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 Minor Project Review

10 copies of a complete application are required after a determination is made by the Planning Office that the application is complete. Such materials shall be submitted at least 15 days prior to the Staff Review Committee meeting.

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 at the end of this packet.

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 an additional \$200.00 fee will be assessed to cover the costs of advertising the public hearing.

Fee for Minor Development Review:

- For projects with new building construction of more than 2,500 sq. ft. the cost equals the total amount of square footage for all buildings multiplied by \$0.10.
- All other development requiring Minor Development Review: \$150.00

**MINOR DEVELOPMENT REVIEW
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 use: _____

11. Describe specific physical improvements to be done: _____

Owner Signature: _____

Applicant Signature (*if different*): _____

Required Attachments (by Applicant):

- Final Plan Check List
- Final Plan Check List Addendum 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
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, affecting the development, such as water bodies, wetlands, streams, vegetation, rail-roads, 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 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 specs, areas protected by conservation easements, and existing and proposed open spaces or recreation areas.					

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 and provision for future expansion of those 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.						