



Town of Brunswick

# CHANGE OF USE PERMIT APPLICATION

## CODES ENFORCEMENT OFFICE

85 UNION STREET  
BRUNSWICK, MAINE 04011  
(207) 725-6651 FAX (207) 725-6663

### For Office Use

Appl # \_\_\_\_\_  
Date \_\_\_\_\_  
Fee \$25.00 \_\_\_\_\_  
MAP \_\_\_\_\_  
LOT \_\_\_\_\_  
Village Rev \_\_\_\_\_  
Appr By: \_\_\_\_\_  
Permit # \_\_\_\_\_

**LOCATION ADDRESS**

**APPLICANT**  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, & ZIP \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
MAIL PERMIT TO:  APPLICANT  CONTRACTOR  OWNER

**OWNER**  SAME AS APPLICANT  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE & ZIP \_\_\_\_\_  
TELEPHONE \_\_\_\_\_

**USES & HOURS OF OPERATION**  
MOST RECENT USE \_\_\_\_\_ GROSS FLOOR AREA \_\_\_\_\_  
PROPOSED USE \_\_\_\_\_ GROSS FLOOR AREA \_\_\_\_\_  
OLD DAYS/HRS OF OPERATION \_\_\_\_\_  
NEW DAYS/HRS OF OPERATION \_\_\_\_\_

**PLEASE SUBMIT PLOT PLAN IF ANY EXTERIOR CHANGES ARE PROPOSED FOR THE PROPERTY (ie: parking)**

\_\_\_\_\_  
SIGNATURE OF OWNER / APPLICANT

\_\_\_\_\_  
DATE

**SHADED AREA TO BE COMPLETED BY THE CODES ENFORCEMENT OFFICE.**

**PROCESSING INFORMATION**

\_\_\_\_\_ REQUIRES CODES OFFICER APPROVAL ONLY  
\_\_\_\_\_ CHANGE FROM SINGLE/TWO-FAMILY TO OTHER PERMITTED USE (R OR TR ZONE)  
\_\_\_\_\_ CHANGE IN PARKING OR TRAFFIC CIRCULATION  
\_\_\_\_\_ EXTENSION OF HOURS OF OPERATION  
\_\_\_\_\_ INVOLVES LESS THAN 10,000 SF GROSS FLOOR AREA  
\_\_\_\_\_ INVOLVES MORE THAN 10,000 SF GROSS FLOOR AREA  
\_\_\_\_\_ REVIEW REQUIRED MAJOR \_\_\_\_\_ MINOR \_\_\_\_\_ NONE \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_ Codes Enforcement Officer Signature

DATE \_\_\_\_\_

\_\_\_\_\_ Planning Director/Town Planner

**702.3 Review Thresholds**

- A. Any Change of Use from a single or two family home to any other permitted use in a Residential or Town Residential zoning district shall require Major Development Review. If no alterations are proposed for the site related to such Change of Use, the applicant may request that a significant portion of the plan requirements be waived. Such an application should be limited to relevant information pertaining to the new use, including but not limited to hours of operation, necessary mechanical devices, screening and parking.
- B. Any Change of Use that involves the extension of hours of operation beyond those of the previous use during the period between 11:00 p.m. and 7:00 a.m. shall require Minor Development Review. (Amended 6/19/00 R)
- C. Any Change of Use affecting more than 10,000 square feet of gross floor area shall require Development Review by the Planning Board.
- D. A change of use of property which abuts a single or two-family dwelling in a Residential or Town Residential zoning district shall require Minor Development Review if an extension of operating hours between 7:00 p.m. and 7:00 a.m. is proposed. (Amended 6/19/00 R)

**702.4 Departmental Review**

Any Change of Use that does not exceed the thresholds established in Section 702.3, but results in a change in the configuration of parking, traffic circulation, architecture or landscaping shall be reviewed by the Director of Planning and Development and the Town Engineer within seven (7) days of the filing of a completed application with the Codes Enforcement Officer. (Amended 1/20/04 R)