



# Town of Brunswick, Maine

INCORPORATED 1739

DEPARTMENT OF PLANNING AND DEVELOPMENT

85 UNION STREET

BRUNSWICK, MAINE 04011-1583

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## TOWN OF BRUNSWICK VILLAGE REVIEW BOARD PACKET

Section 211 of the Brunswick Zoning Ordinance creates an overlay district called the Village Review Zone. As defined on the Brunswick Zoning Map the zone overlaps several neighborhoods in the downtown area. The purpose of this zone is to ensure that the architectural and historical character of the area is maintained through a design review process carried out by the Village Review Board.

A Certificate of Appropriateness is required for any change to the exterior appearance of any building or structure within the zone. This includes, but is not limited to, walls, fences, light fixtures, steps, driveways, signs or parking areas) within the zone. While the power to grant a Certificate of Appropriateness is vested in the Village Review Board, minor alterations can be granted by the Department of Planning and Development. Applicants are encouraged to speak with the Planner/Development Review for an assessment of application requirements.

### Department of Planning and Development

The Department of Planning & Development may grant Certificates of Appropriateness for the alteration to or change in the exterior appearance of any structure, with the exception of normal maintenance and painting and signage. This includes, but is not limited to the following:

- Any construction requiring a building permit
- The creation of new impervious surfaces
- The construction of fences
- Changes in windows or facade materials
- Elimination or addition of any ornamentation.

This does not include replacement of windows, facades and building ornamentation with identical styles and materials. Signage is reviewed in accordance with Chapter 6 of the Zoning Ordinance and is subject to a different application procedure. The Department of Planning and Development shall render a decision regarding a Certificate of Appropriateness within 10 days of the submission of a complete application.

More than one change, or changes that are deemed to be comprehensive in nature shall be referred to the Village Review Board. The Department of Planning and Development reserves the right to refer any application to the Village Review Board. Any decision of the Department of Planning and Development regarding a Certificate of Appropriateness or Signage Approval in the Village Review Zone may be appealed to the Village Review Board.

### Village Review Board

The Village Review Board generally meets on the third Tuesday of each month. The Village Review Board is responsible for reviewing the following:

- Applications referred by the Department of Planning & Development.
- Review of any major or minor development review plan in the Village Review Zone.
- Demolition or relocation of any structures or portions thereof greater than 300 square feet.
- Construction of a new structure.
- Addition to an existing structure.

Applications to the Village Review Board are due at least 14 days prior to the scheduled Village Review Board meeting. Village Review Board approvals must be obtained prior to the issuance of any building permit or the granting of any development review approval.

### **Standards for Review**

As each building and neighborhood are unique, the Village Review Board finds it necessary to review work on an individual basis. An alteration appropriate for one structure or location may be unacceptable on another structure or in another location. The Village Review Board shall apply Section 216.9 of the Zoning Ordinance (which is attached). This includes the U.S. Secretary of the *Interior's Standards for Rehabilitating Historic Buildings*, which is available at the Planning Office, as well as design guidelines currently being developed by the Planning Department.

Generally it is required that:

- Any changes be appropriate for the architectural and historical character of a building. This is especially important for details such as trim, railings, windows, etc.
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- Alterations or new construction respect the visual character of the streetscape and neighborhood and reflect the scale, the textures, and the overall forms and relationships of those surroundings.

New construction or additions are not required to adhere to any specific architectural style. The Board encourages contemporary architectural solutions which are appropriate for their surroundings. It is neither the intent nor the purpose of the Board to encourage a particular style for Brunswick, but rather to preserve the diversity which its present character has evolved.

### **Application Procedure/Materials Required**

Applications for Certificates of Appropriateness are considered complete when the following has been submitted. These must also be submitted for minor actions for review by the Department of Planning and Development:

- Completed application form.
- A copy of the building survey prepared by the Pejepscot Historical Society pertaining to the structure under review.
- A drawing showing the design, texture, and location of any construction, alteration, demolition for which a certificate is required. The drawing shall include plans and exterior elevations drawn to scale, with sufficient detail to show their relations to exterior appearances and the architectural design of the building. Proposed materials and textures shall be described, including samples where appropriate. Drawings need not be prepared by an architect or engineer, but shall be clear, complete, and specific.
- Photographs of the building(s) involved, and of immediately adjacent buildings.
- A site plan showing the relationship of proposed changes to walks, driveways, signs, lighting, landscaping and adjacent properties.
- A site plan which shows the relationship of the changes to the surroundings.

All applicants are required to attend the Village Review Board hearings, where applicable.

### **Notification**

The Department of Planning and Development will identify all property located within a 200 foot radius of the parcel subject to review. The owners of identified property will be notified by the Planning Department by first class mail at least 10 days prior to the Village Review Board meeting.

### **Application Fees**

The following application fees shall be paid for any project requiring a Certificate of Appropriateness:

A project reviewed by Staff: \$25.00

A project reviewed by the Village Review Board: \$50.00

Received: \_\_\_\_\_  
By: \_\_\_\_\_

VRB Case #: \_\_\_\_\_

**VILLAGE REVIEW BOARD  
CERTIFICATE OF APPROPRIATENESS  
APPLICATION**

1. Project Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_

2. Project Property Owner:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_

3. Authorized Representative: (If Different Than Applicant)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_

4. Physical Location of Property Being Affected:

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

5. Tax Assessor's Map # \_\_\_\_\_ Lot # \_\_\_\_\_ of subject property.

6. Underlying Zoning District \_\_\_\_\_

7. Describe the Location and Nature of the Proposed Change, including a brief description of the proposed construction, reconstruction, alteration, demolition, proposed re-use, or other change. (use separate sheet if necessary): \_\_\_\_\_

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

Applicant's  
Signature \_\_\_\_\_

**VILLAGE REVIEW BOARD  
APPLICATION FOR CERTIFICATE OF COMPLIANCE  
APPLICATION CHECK-LIST**

This checklist will be completed by the Department of Planning and Development. In order to ensure the timely processing of your application, please be sure that ALL materials are submitted. The process does not begin until your application is considered complete. For assistance please contact the Department of Planning and Development.

1. Completed application form. \_\_\_\_\_
2. A copy of the building survey prepared by the Pejepscot Historical Society pertaining to the structure under review and submitted by the applicant. \_\_\_\_\_
3. A drawing showing the design, texture, and location of any construction, alteration, demolition for which a certificate is required. The drawing shall include plans and exterior elevations drawn to scale, with sufficient detail to show their relations to exterior appearances and the architectural design of the building. Proposed materials and textures shall be described, including samples where appropriate. Drawings need not be prepared by an architect or engineer, but shall be clear, complete, and specific. \_\_\_\_\_
4. Photographs of the building(s) involved. \_\_\_\_\_
5. A site plan showing the relationship of proposed changes to walks, driveways, signs, lighting, landscaping and adjacent properties. \_\_\_\_\_
6. A site plan which shows the relationship of the changes to its surroundings. \_\_\_\_\_

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This application was Certified as being complete on \_\_\_\_\_(date) by \_\_\_\_\_  
of the Department of Planning and Development.

**THIS APPLICATION WAS:**

- \_\_\_\_ **Granted**
- \_\_\_\_ **Granted With Conditions**
- \_\_\_\_ **Denied**
- \_\_\_\_ **Forwarded to Village Review Board**
- \_\_\_\_ **Building Permit Required**
- \_\_\_\_ **Building Permit NOT Required**

Applicable Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Department Staff Reviewing Application

**COMPLIANCE WITH ZONING STANDARDS**

**Notice: This form is to be completed by the Codes Enforcement Officer and filed with the application.**

This is to certify that the application for Certificate of Appropriateness submitted by \_\_\_\_\_, relating to property designated on Assessors Tax Map # \_\_\_\_\_ as Lot # \_\_\_\_\_ has been reviewed by the Codes Enforcement Officer and has been found to be in compliance with all applicable zoning standards:

Comments:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_