



# Town of Brunswick, Maine

INCORPORATED 1739

DEPARTMENT OF PLANNING AND DEVELOPMENT

85 UNION STREET

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## TOWN OF BRUNSWICK MINOR MODIFICATION APPLICATION

Section 5.2.10.B of the Brunswick Zoning Ordinance outlines the conditions under which the Director of Planning & Development may approve a minor modification to a previously approved site plan, subdivision or Special Permit. This document describes the process for applying for a minor modification.

### Planning and Development Department

Minor modifications to approved site plans, subdivisions, and Special Permits may be granted by the Director of Development and Planning, in consultation with the Town Planner, Codes Enforcement Officer, and the Public Works Director, within 30 days after the submission of a complete application, provided that the modification does not materially alter the layout or scale of the development or its impact on its surroundings, nor:

- (1) Increase the number of lots or dwelling units;
- (2) Violate any provisions of any Town ordinance;
- (3) Reduce the effectiveness of the approved landscaping, screening or buffering of the site;
- (4) Significantly alter on-site vehicular circulation; or
- (5) Significantly alter drainage patterns.

The procedure for processing requests for minor modifications shall be as follows:

- (1) The applicant shall submit 5 copies of the plan showing the proposed revisions and shall pay a one-time fee of \$75.
- (2) Within 10 days, the Director of Planning and Development shall determine if the application constitutes a minor modification.
- (3) If the application is a minor modification, written notification of the pending modification shall be provided to all adjoining property owners at least 10 days prior to a decision being rendered by the Director of Planning and Development.
- (4) If the application is found not to be a minor modification, the request shall be scheduled for the next Planning Board agenda for review.
- (5) If the Director of Planning and Development does not approve an application, the request shall be scheduled for the next Planning Board agenda for review.

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

**MINOR MODIFICATION  
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 nature of the proposed change (use separate sheet if necessary):

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

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