



# Town of Brunswick, Maine

INCORPORATED 1739

## DEPARTMENT OF PLANNING AND DEVELOPMENT

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### BRUNSWICK PLANNING BOARD DEVELOPMENT REVIEW PACKET

#### This Packet Includes:

- I. Summary of Development Review Applicability and Process
- II. Minor Development Review Application Form
- III. Sketch Plan Major Development Review Application Form
- IV. Final Plan Major Development Review Application Form

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 Department of Planning and Development.

## **PURPOSE**

The purpose of Development Review for site plans and subdivisions is to ensure that the development of land occurs in a manner that conforms to the Brunswick Zoning Ordinance (Zoning Ordinance) and reasonably protects public facilities, the natural environment and neighboring uses. Development review includes subdivision and site plan reviews. Applicants are advised that a building, electrical or plumbing permit may be required in addition to Development Review. For further information, contact the Department of Planning and Development at 207-725-6660.

## **DEVELOPMENT REVIEW CATEGORIES AND THRESHOLDS**

Development review applications are classified into “Minor” and “Major” review. Major Reviews are conducted by the Planning Board, and Minor Reviews are conducted by the Staff Review Committee. **Development review thresholds and procedures are detailed in Section 5.2.9 of the Brunswick Zoning Ordinance.** Briefly,

**Minor Plan:** For developments of lesser scale, the plan includes the final drawings on which the applicant’s subdivision or site plan is presented to the Staff Review Committee for approval and which, if approved, would be recorded at the Cumberland County Registry of Deeds.

### **Major Review Components:**

**Sketch Plan:** Includes conceptual maps, renderings and supportive data describing the project proposed by the applicant for initial Staff Review Committee review and recommendation to the Planning Board, followed by the review and action by the Planning Board.

**Final Plan:** Includes the final drawings on which the applicant’s subdivision or site plan is first presented to the Staff Review Committee for review and recommendation to the Planning Board, followed by review and action by the Planning Board.

Complete Major Review applications may be eligible for concurrent sketch plan and final plan review. The staff review committee will evaluate the submission and make a formal determination to send it to the planning board as one or two applications.

## **REVIEW PROCESS AND TIMEFRAME**

Development Review shall be conducted in accordance with the Development Review Time and Processing Requirements in the Zoning Ordinance. All time limits are expressed in calendar days.

## APPLICABLE FEES

### Application Fees

The following application fees shall be paid for any project undergoing development review. For projects that require a public hearing or projects for which the Planning Board schedules a public hearing an additional \$300.00 fee will be assessed to cover the costs of advertising the public hearing.

#### ***Major or Minor Subdivision:***

SKETCH PLAN: \$300 per lot/unit (\$150 lot/unit Affordable Housing)

FINAL PLAN: \$300 per lot proposed (\$150 lot/unit Affordable Housing)

#### ***Major or Minor Site Plan:***

##### SKETCH PLAN:

- 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 \$0.25.
- For all other developments the fee is \$500.00.

##### FINAL PLAN:

- 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 \$0.50.
- For all other developments the fee is \$750.00.

### Impact Fees

Impact fees may apply depending upon the type of proposed development and will be determined during the development review process.

### Peer Review

Peer review is a professional evaluation conducted by a consultant of the Review Authority to assist in determining whether an application submission satisfies the Review Criteria set forth in Subsection 5.2.9.O. The Staff Review Committee or Planning Board may, by majority vote, select a consultant to perform a peer review for the Staff Review Committee or the Planning Board at the applicant's expense. Peer review shall not be undertaken unless it is necessary for an informed review of the application materials and its costs are reasonable, considering the nature and the scope of the application. Estimated costs for peer review shall be disclosed to the applicant prior to undertaking such review. The Town shall require an applicant to deposit funds into an escrow account to be held for the purpose of reimbursing the peer review costs. The applicant shall be entitled to an accounting of the use of all funds and shall be entitled to a refund of all funds not expended upon final approval, denial or withdrawal of an application. The Review Authority reserves the right to deny any application due to a lack of information necessary to deem the proposal in compliance with Subsection 5.2.9.O.

## **DEVELOPMENT REVIEW APPLICATION**

1. Development Review application type (refer to **Appendix D**):

  
  

**Minor Development Review**

Major Development Review: **Sketch Plan**

Major Development Review: **Final Plan**

2. Project Name: \_\_\_\_\_

3. Project Applicant

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

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

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

Email: \_\_\_\_\_

4. Property Owner (name on deed)

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

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

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

Email: \_\_\_\_\_

5. Authorized Representative

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

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

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

Email: \_\_\_\_\_

6. List of Design Consultants. Indicate the registration number, address and phone number, email for any additional project engineers, surveyors, architects, landscape architects or planners:

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

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

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

7. Physical location of property: \_\_\_\_\_

8. Lot Size: \_\_\_\_\_

9. Zoning District: \_\_\_\_\_

10. Overlay Zoning District(s): \_\_\_\_\_

11. 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? If property owner is an organization, what is the applicant's affiliation?

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

13. Brief description of proposed use/subdivision: \_\_\_\_\_

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

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Property Owner Signature:

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

Property Owner Name Printed:

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Applicant Signature:

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

Applicant Name & Title Printed:

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## DEVELOPMENT REVIEW APPLICATION REQUIREMENTS

The submission requirements contained in Appendix D of the Brunswick Zoning Ordinance (attached in checklist format for each application category) shall apply to all Minor Development, Major Development, and Streamlined Major Development Review unless a waiver is granted. Proposed development applications shall be submitted to the Director of Planning and Development.

For each item listed in Appendix D the applicant shall either submit the requested information or request a waiver from the information requirement pursuant to Subsection 5.2.9.M of the Zoning Ordinance.

| REQUIREMENTS FOR SKETCH PLAN APPLICATION SUBMITTAL   |  | Sketch Plan |
|--|--|-------------|
| <p>Please mark box with one of the following:<br/>“W” (Waiver); “P” (Pending); “X” (Submitted) or “N/A” (Not applicable)</p> |  |             |
| <b>General</b>   | Application form and fee   |             |
|  | Name of development  |             |
|  | Existing zoning district and overlay designations  |             |
|  | Location map (Project property and surrounding area for context)   |             |
|  | Location of features, natural and artificial, such as water bodies, wetlands, streams, important habitats, vegetation, railroads, ditches and buildings  |             |
|  | Documentation of Right, Title and Interest   |             |
|  | Draft performance guarantee or conditional agreement   |             |
|  | List of anticipated permits required (federal, state, local)   |             |
| <b>Survey, Topography, &amp; Existing Conditions</b>   | Scale, date, north point, and area   |             |
|  | Existing easements associated with the development   |             |
|  | Existing locations of sidewalks  |             |
|  | Approximate locations of dedicated public open space, areas protected by conservation easements and recreation areas   |             |
|  | When applicable, a table indicating the maximum number of lots permitted based upon the applicable dimensional requirements, the number of lots proposed, and the number of lots permitted to be further subdivided. |             |
|  | Building envelopes showing acceptable locations for principal and accessory structures, setbacks and impervious coverage   |             |
| <b>Proposed Development Plan</b>   | Number of lots if a subdivision  |             |
|  | If proposing 15 or more units of rental housing, describe how affordability requirements will be met.  |             |

## REQUIREMENTS FOR FINAL PLAN & MINOR DEVELOPMENT REVIEW APPLICATION SUBMITTAL

**Please mark box with one of the following:  
"W" (Waiver); "P" (Pending); "X" (Submitted) or "N/A" (Not applicable)**

|  |  |  |
|--|--|--|
| <b>General</b>   | Application form and fee   |  |
|  | Name of development  |  |
|  | Existing zoning district and overlay designations  |  |
|  | Location map (Project property and surrounding area for context)   |  |
|  | Location of features, natural and artificial, such as water bodies, wetlands, streams, important habitats, vegetation, railroads, ditches and buildings  |  |
|  | Documentation of Right, Title and Interest   |  |
|  | Draft performance guarantee or conditional agreement   |  |
|  | Disclosure of permits required (federal, state, local); if permit has been granted or application submitted, provide a copy  |  |
|  | 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 common areas will be owned, maintained, and protected                |  |
|  | Narrative including Chapter 4 development standards and any applicable overlay standards and how they are being addressed  |  |
| <b>Survey,<br/>Topography,<br/>&amp; Existing<br/>Conditions</b> | Written response to all Staff Review Committee comments received   |  |
|  | Scale, date, north point, and area   |  |
|  | A survey submitted by a professional land surveyor with a current license by the State of Maine Board of Licensure for Professional Surveyors. Surveys must be stamped for final plan approval.  |  |
|  | Boundaries of all lots and tracts with accurate distances and bearings, locations of all permanent monuments on the property identified as existing or proposed.   |  |
|  | Location of existing utilities; water, sewer, electrical lines, and profiles of underground facilities   |  |
|  | Existing easements associated with the development   |  |
|  | Existing locations of sidewalks  |  |
|  | Approximate locations of dedicated public open space, areas protected by conservation easements and recreation areas   |  |
|  | When applicable, a table indicating the maximum number of lots permitted based upon the applicable dimensional requirements, the number of lots proposed, and the number of lots permitted to be further subdivided.   |  |
|  | Building envelopes showing acceptable locations for principal and accessory structures, setbacks and impervious coverage   |  |
| <b>Soil<br/>Survey</b>   | Existing 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 contour intervals of not more than two (2) feet  |  |
|  | A delineation of wetlands, floodplains, important habitats, and other environmentally sensitive areas  |  |
|  | A Medium Intensity Soil Survey, available from the Cumberland County Soil and Water Conservation District. The Planning Board may require a Class A (high intensity) Soil Survey, prepared in accordance with the standards of the Maine Association of Professional Soil Scientists, if issues of water quality, wetlands or other natural constraints are noted. |  |

**REQUIREMENTS FOR FINAL PLAN & MINOR DEVELOPMENT  
REVIEW APPLICATION SUBMITTAL**

| <b>Please mark box with one of the following:<br/>"W" (Waiver); "P" (Pending); "X" (Submitted) or "N/A" (Not applicable)</b> |   |              |              |
|--|---|--------------|--------------|
|  | <b>Final Plan</b>   | <b>Minor</b> | <b>Staff</b> |
| <b>Infrastructure - Proposed</b>   | 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 one (1) inch = 50 feet and vertical scale of one (1) = five (5) feet, with all evaluations referred to in U.S.G.S. datum |              |              |
|  | Proposed easements associated with the development  |              |              |
|  | Kind, location, profile and cross-section of all proposed drainage facilities, both within and connections to the proposed development, and a storm-water management plan in accordance with Section 4.5.4  |              |              |
|  | Location of proposed utilities; water, sewer, electrical lines, and profiles of underground facilities. Tentative locations of private wells.   |              |              |
|  | 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   |              |              |
|  | Proposed locations, widths and profiles of sidewalks  |              |              |
|  | Locations, dimensions, and number of proposed vehicular and bicycle parking spaces, including proposed shared parking arrangement if applicable.  |              |              |
|  | Grading, erosion control, and landscaping plan; proposed finished grades, slopes, swells, and ground cover or other means of stabilization  |              |              |
|  | Storm water management plan for the proposed project prepared by a professional engineer  |              |              |
|  | The size and proposed location of water supply and sewage disposal systems  |              |              |
|  | A statement from the General Manager of the Brunswick Sewer District as to conditions under which the Sewer District will provide public sewer and approval of the proposed sanitary sewer infrastructure   |              |              |
|  | A statement from the General Manager of the Brunswick and Topsham Water District as to conditions under which public water will be provided and approval of the proposed water distribution infrastructure  |              |              |
| <b>Proposed Development Plan</b>   | Lighting plan showing details of all proposed lighting and the location of that lighting in relation to the site  |              |              |
|  | Reference to special conditions stipulated by the Review Authority  |              |              |
|  | Proposed ownership and approximate location and dimensions of open spaces for conservation and recreation. Dedicated public open specs, areas protected by conservation easements, and existing and proposed open spaces or recreation areas and potential connectivity to adjoining open space.                                    |              |              |
|  | When applicable, a table indicating the maximum number of lots permitted based upon the applicable dimensional requirements, the number of lots proposed, and the number of lots permitted to be further subdivided.  |              |              |
|  | Building envelopes showing acceptable locations for principal and accessory structures, setbacks and impervious coverage  |              |              |
|  | Disclosures of any required permits. If a permit has been granted or an application for one submitted, provide a copy of the permit application.  |              |              |
|  | A statement from the General Manager of the Brunswick and Topsham Water District regarding the proposed development if located within an Aquifer Protection Zone  |              |              |
|  | A plan of all new construction, expansion and/or redevelopment of existing facilities, including type, size, footprint, floor layout, setback, elevation of first floor slab, storage and loading areas   |              |              |

## REQUIREMENTS FOR FINAL PLAN & MINOR DEVELOPMENT REVIEW APPLICATION SUBMITTAL

|                                  | Final Plan  | Minor | Staff |
|----------------------------------|---|-------|-------|
|                                  | <b>Please mark box with one of the following:<br/>"W" (Waiver); "P" (Pending); "X" (Submitted) or "N/A" (Not applicable)</b>  |       |       |
| <b>Proposed Development Plan</b> |   |       |       |
|                                  | An elevation view of all sides of each building proposed indicating height, color, bulk, surface treatment, signage and other features as may be required by specific design standards [ <a href="#">Cooks Corner</a> or <a href="#">Village Review</a> ] |       |       |
|                                  | A circulation plan describing all pedestrian and vehicle traffic flow on surrounding road systems   |       |       |
|                                  | Traffic: A trip generation report   |       |       |
|                                  | A site landscaping plan indicating grade change, vegetation to be preserved, new plantings used to stabilize areas of cut and fill, screening, the size, locations and purpose and type of vegetation   |       |       |
|                                  | Number of lots if a subdivision   |       |       |
|                                  | A plan showing all ten (10) inch caliper trees to be removed as a result of the development proposal  |       |       |
|                                  | All applicable materials necessary for the Review Authority to review the proposal in accordance with the criteria of Chapter 5.  |       |       |
|                                  | Any additional studies required by the Review Authority   |       |       |

## **FINANCIAL CAPACITY EXPLAINED**

Applicants shall demonstrate compliance with the following:

**A. General Standard:**

The applicant shall have financial capacity to design, construct, operate, and maintain the development. Evidence of financial capacity must be provided prior to a decision on an application, except that the applicable review authority may defer a final finding on financial capacity by placing a condition on an approval that requires the applicant to provide final evidence of financial capacity satisfactory to the Director of Planning and Development before the issuance of any building permit.

**B. Specific Standard:**

- (1) The applicant must show that they have right, title, or interest in the development parcel.
- (2) The application for approval of a proposed development must include evidence that affirmatively demonstrates that the developer has the financial capacity to design, construct, operate, and maintain the proposed development, except in cases in which the review authority defers a final determination as set forth in Section (A) above. Evidence of financial capacity must include, but is not limited to, the following information:
  - a. Cost estimates. Accurate and complete estimates of the development, including all proposed phases. The itemization of major costs may include but is not limited to, the cost of the following activities: land purchase, erosion control, roads, sewers, structures, water supply, utilities, pollution abatement, landscaping, and restoration of the site, if applicable.
  - b. Time schedule. The time schedule for construction of all phases proposed.
  - c. Evidence of Funds. Evidence such as the following:
    - i. Letter of commitment or intent to fund. A letter from a financial institution, governmental agency, or other funding source indicating a commitment to provide to the applicant a specified amount of funds and the uses for which the funds may be utilized. In cases where funding is required but there can be no commitment of money until approvals are received, an applicant may submit a letter of "intent to fund" from an appropriate funding institution indicating the amount of funds intended to be provided to the applicant and the specified uses for which the funds are intended.

In cases where one or more entities are part of the applicant's business structure, evidence must be submitted describing the applicant's business structure and demonstrating that the proposed financing is clearly linked from the financing institution to the applicant.

- ii. Self-financing
  - (A) The most recent corporate annual report or financial statements indicating availability of sufficient funds to finance the development together with material

explaining the report, and evidence that funds have been set aside for the proposed development. The financial information in any annual report and any financial statement should be audited, or an explanation provided why audited reports are not available.

- (B) Copies of bank statements of accounts held by the applicant or other evidence indicating that funds are available and have been set aside for the proposed development.

- iii. Government agency

- (A) Evidence that funds to complete the development have been included in an approved budget and that grant money or other funds have been obtained to cover the development costs.

- (B) In cases where funding is required but there can be no commitment of money until approvals are received, a detailed plan outlining how funds for the development will be obtained and evidence that legal authority exists to implement the plan.

- iv. Non-profit organization

- (A) Evidence that funds to complete the development have been included in an approved budget and that grant money or other funds have been obtained to cover the development costs.

- (B) In cases where funding is required but there can be no commitment of money until approvals are received, a detailed plan outlining how funds for the development will be obtained, including projections for and status of any fund raising.

- d. Phased Development. In cases of phased development or long-term construction projects, the department may find that the applicant has demonstrated adequate financial capacity to comply with department requirements provided (a) the applicant has demonstrated financial capacity for a separate first phase, and (b) the permit is conditioned to require that evidence of financial capacity adequate for review and approval be submitted to the Department prior to construction of each subsequent phase. Construction of each subsequent phase may not begin prior to approval of financial capacity for that phase.
- e. If the applicant is an entity registered with the Secretary of State of any state, provide a Certificate of Good Standing or other evidence of existence and good standing satisfactory to the Planning Board.