



# Town of Brunswick, Maine

INCORPORATED 1739

## DEPARTMENT OF PLANNING AND DEVELOPMENT

85 UNION STREET  
BRUNSWICK, MAINE 04011-1583

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### BRUNSWICK PLANNING BOARD STREET DESIGN STANDARDS WAIVER REQUEST FORM

#### PURPOSE

The purpose of Street Design Standards for site plans and subdivisions is to ensure that streets are designed to conform to the Brunswick Zoning Ordinance, to protect public facilities, the natural environment, and the safety of Brunswick residents. Waivers from the Brunswick Planning Board may be permitted where the layout and design of the street conform to the standards to the maximum extent possible. Chapter 14, Article VI of the Brunswick Code of Ordinances outlines the conditions under which the Planning Board may approve a waiver of the Town's street standards.

#### STREET DESIGN STANDARDS CATEGORIES AND THRESHOLDS

Street Design Standard thresholds and procedures are detailed in the Town of Brunswick Municipal Code of Ordinances, Chapter 14, Streets, Sidewalks and Other Public Places; as well as Section 4.8.1 and Appendix B of the Brunswick Zoning Ordinance. Briefly:

**Existing Streets:** All proposals that create a new lot of record if the existing street does not conform to the street standards must be reviewed by the Planning Board. These standards include but are not limited to the standards for minimum right-of-way width, roadway slope, environmental constraints, maximum length of dead-end street, maximum number of units served by a dead-end street.

The Engineering Department and the Fire department can recommend a standard waiver to the Planning Board, if the layout and design of the street conforms to the standards to the maximum extent practicable. The standards may be modified only where there are:

- 1) There are restrictions that prevent the standards from being met
- 2) Prior conveyances or construction abutting the street make it impossible or an undue hardship to meet the standards
- 3) The reviewing authority has determined that the modifications to the standards would be reasonably safe.

The reviewing authority may consider reasonable alternatives to meeting the standards such as the availability of hydrants in proximity to the development and may place reasonable conditions on the development as deemed necessary as a result of waiving the street standards associated with the development proposal. ***All lots of record as of April 1<sup>st</sup>, 2023 with access off existing streets, that are intended for use as single or two-family, and not subject to subdivision review are exempt from this requirement. Any proposed new construction is still subject to minimum fire protection standards as required by NFPA 1(2018), 18.2.3b.***

## **REVIEW PROCESS AND TIMEFRAME**

The procedure for processing requests for street standards waivers shall be as follows:

- (1) The applicant shall submit an electronic copy of the application materials including a site plan displaying the project site and its context, documentation of hardships necessitating the waiver request, and an application fee of \$200.
- (2) Within a reasonable amount of time, the Director of Planning and Development shall determine if the application is complete.
- (3) The application shall be placed on an agenda of the Staff Review Committee for initial review and recommendation to the Planning Board.
- (4) Following the Staff Review Committee meeting the waiver request shall be scheduled for Planning Board review (and decision). If development review is also required for the project, the waiver application shall accompany the sketch plan submittal through the review process.

**Street Standards Waiver Request  
Application Fee: \$200.00**

**STREET DESIGN STANDARDS  
WAIVER APPLICATION**

1. Street Design Standard Waiver application type:

New Street       Existing Street

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

3. Project Applicant

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

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

4. Property Owner (name on deed)

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

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

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

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

7. Lot Size: \_\_\_\_\_

8. Zoning District: \_\_\_\_\_

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

10. Description of what the waiver is being requested for:

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11. Description of why the street standards cannot be met:

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12. Describe specific physical improvements to be made:

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13. 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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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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