



Town of Berwick

Where Tradition Meets Tomorrow

11 Sullivan Street, Berwick, Maine 03901

Phone: (207) 698-1101 Fax: (207) 698-5181

Website: www.berwickmaine.org

APPLICATION: CONDITIONAL USE PERMIT/SITE PLAN REVIEW

PLANNING BOARD REVIEW FEES <i>(All Fees are Non-Refundable)</i>		<input type="checkbox"/> \$500.00 Conditional Use Review <input type="checkbox"/> \$1,000.00* Site Plan Review <i>* Site Plan Review requiring more than 10 hours of staff time will be billed at \$80/hour.</i>		Site Plan Review⁺ Please check any that apply: <input type="checkbox"/> Construction of 3,000 or more ft ² <input type="checkbox"/> Installment of 5,000 ft ² or more impervious surfaces. <input type="checkbox"/> Mobile Home Park <input type="checkbox"/> Extraction Industry <input type="checkbox"/> Multi-Family <input type="checkbox"/> None of the above			
PROPERTY DESCRIPTION	Parcel ID	Map:	Lot:	Zoning District:	Total Land Area:	Part of a Subdivision (Y/N)	
	Physical Address					Aquifer Protection (Y/N)	
						Shoreland Protection (Y/N)	
						Resource Protection (Y/N)	
APPLICANT OR REPRESENTATIVE INFORMATION	Name			Mailing Address			
	Phone				Email Address		
PROJECT DESCRIPTION	<u>Existing Use:</u>						
	<u>Project Name:</u>						
	<u>Proposed Use</u>						
	<u>Waiver(s) Requested:</u>						

Planning Board meetings are the 1st and 3rd Thursday of each month at 6:30pm.

This application must be submitted at least **two weeks** in advance of the Planning Board meeting. On-going applications have a **one-week** submittal requirement. Please e-mail a complete application to planning@berwickmaine.org, submit the application fee and eight copies to the Planning Department with the requirements outlined on the other side of this application.

A Public Hearing and a site walk when necessary will be scheduled when the Planning Board finds the application complete. All expenses must be paid before a Certificate of Occupancy will be granted through the Code Enforcement Office. A performance guarantee may be required by the Planning Board.

CERTIFICATION. To the best of my knowledge, all information submitted with this application is true and correct.

Signature of Applicant

Date

Submitted	Waiver Request	Conditional Use Application Requirements
<input type="checkbox"/>	N/A	List of Abutters located within 200 feet including tax map and lot number. Information can be found in the Assessing Database or GIS maps at www.berwickmaine.org
<input type="checkbox"/>	N/A	Right, Title and Interest to the Property: Copy of Deed, Purchase & Sale Agreement or subdivision approval.
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan to include requirements in Section 9.8(F) of the Land Use Ordinance. Including: <input type="checkbox"/> Proposed buildings with room layout <input type="checkbox"/> Approximate boundaries of the parcel <input type="checkbox"/> Parking Plan <input type="checkbox"/> Traffic circulation with proposed exists and entrances <input type="checkbox"/> Lighting <input type="checkbox"/> Landscaping.
<input type="checkbox"/>	<input type="checkbox"/>	Written narrative describing proposed use including: <input type="checkbox"/> Total floor area <input type="checkbox"/> Ground coverage <input type="checkbox"/> Location of each proposed building <input type="checkbox"/> Setbacks to property line <input type="checkbox"/> Business Hours of Operation <input type="checkbox"/> Number of Employees <input type="checkbox"/> Materials to be Used Refuse/Garbage Disposal <input type="checkbox"/> Noise <input type="checkbox"/> Existing restrictions or easements on the site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> External Plumbing Permit or permission letter to enter municipal water and sewer lines. OR on-site soils investigation report by licensed site evaluator.
<input type="checkbox"/>	<input type="checkbox"/>	Written statement documenting proposed Low Impact Design (LID) for the site to reduce storm water volumes. LID includes, but is not limited to: green roofs, rain gardens, tree wells, infiltration basins, and permeable pavement.
<input type="checkbox"/>	<input type="checkbox"/>	Materials to satisfy Section of 9.8.I.1 a through s as they apply to Conditional Use Review.

Submitted	Waiver Request	Site Plan Approval Requirements [†]
		These requirements shall be met when the application meets any of the criterion of Section 9.8.E in the Land Use Ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	Map or maps prepared at a scale of not less than 1" to 40'
<input type="checkbox"/>	<input type="checkbox"/>	Perimeter survey of parcel certified by registered land surveyor Which meets all requirements of 9.8. criterion 2.b.i
<input type="checkbox"/>	<input type="checkbox"/>	Topography indicating contours at intervals of not more than two feet in elevation unless otherwise specified by the Planning Board.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed locations and dimensions of any utility lines, sewer lines, water lines, easements, drainage ways, public or private ways
<input type="checkbox"/>	<input type="checkbox"/>	Location, ground floor area and elevations of buildings and other structures on site
<input type="checkbox"/>	<input type="checkbox"/>	On-site soils investigation which meets all requirements of 9.8.2.b.iv
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of on-site pedestrian and vehicular access ways, parking areas, loading and unloading facilities, design of ingress and egress of vehicles to and from the site on to public streets and curb and sidewalk lines
<input type="checkbox"/>	<input type="checkbox"/>	Landscape plan showing location, type and approximate size of plantings and location and dimensions of all fencing and screening
<input type="checkbox"/>	<input type="checkbox"/>	A written statement that meets all 11 requirements of 9.8.F.2.c
<input type="checkbox"/>	<input type="checkbox"/>	Materials to satisfy Section of 9.8.I.1 a through s as they apply to Site Plan Review.