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 *(All Fees are Non-Refundable)*	☐ $200.00* **Conditional Use Application & Site Plan Review** ☐ $500.00* **Village Overlay District Review** **Plus review fees, which will be billed at a later date.*	☐ (please check to acknowledge) **Noticing and mailing costs are extra and are due before the Public Hearing.**	AMOUNT PAID: _____ DATE: _____ / REC'D BY: _____

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)**	
									Special Flood Hazard Area **(Y/N)**	

APPLICANT INFORMATION	Name		Mailing Address	
	Phone			
	Fax		Email Address	

PROPERTY OWNER'S INFORMATION *(If different than Applicant Info.)*	Name		Mailing Address	
	Phone			
	Fax		Email Address	

PROJECT DESCRIPTION

Existing Use:

Project Name:

Proposed Use:

This application must be submitted at least two weeks in advance of the Planning Board meeting, and accompanied by a non-refundable application fee with nine (9) copies and the following:

1. List of Abutters located within 200 feet.
2. Site Plan drawn to scale to include requirements in Section 9.8(F) of the Land Use Ordinance including *(if applicable)*:
   - Proposed buildings with internal room layout
   - Parking areas
   - Traffic circulation
   - Lighting
   - Landscaping
3. Written narrative describing proposed use including *(if applicable)*:
   - Type of Use and/or Business
   - Hours of Operation
   - Number of Employees
   - Materials to be Used
   - Refuse/Garbage Disposal
   - Noise
4. External Plumbing Permit or permission letter to enter municipal water or sewer lines *(if applicable)*.
5. Right, Title and Interest to the Property: Copy of Deed, Purchase & Sale Agreement or subdivision approval *(if applicable)*.
6. Written statement documenting proposed Low Impact Design (LID) for the site (*if applicable*).
7. Additional information in support of proposed request.
8. An understanding that review fees, newspaper noticing and mailing costs are extra. Noticing and mailing costs are due before the Public Hearing, if costs are not paid, the application will not be on the agenda.

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

A Public Hearing will be scheduled once the Code Enforcement Officer and/or Planning Coordinator determine the application is complete. The Planning Board may request a site visit to the property and/or require additional information from the Applicant if necessary. The Applicant or his/her representative shall be present at the Public Hearing. Upon conclusion, the Applicant shall receive an approval letter or a denial letter. Any Conditions of Approval must be adhered to for issuance of permits.

The Undersigned hereby makes an application for approval of a Conditional Use Permit/Site Plan Review in accordance with the procedures, requirements and performance standards specified in the Berwick Land Use Ordinance.

A Conditional Use Permit/Site Plan Review is one permitted only after review and approval by the Planning Board. Such use may be permitted if specific provision is made in Article VI of the Land Use Ordinance, and if all the relevant "good neighbor" performance standards in Article VII and VIII are met.

CERTIFICATION. To the best of my knowledge, all information submitted with this application is true and correct. All proposed uses will be in conformance with this application and the Berwick Land Use Ordinance.

_____   _____
Signature of Applicant   Date