



Town of Berwick

11 Sullivan Street, Berwick, Maine 03901
 Phone: (207) 698-1101 ext. 115 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"/> \$75 ADMINISTRATIVE FEES			<input type="checkbox"/> OTHER FEES		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 <i>(If different than Applicant Info.)</i>	Name					Mailing Address				
	Phone									
	Fax					Email Address				
PROJECT DESCRIPTION	<u>Existing Use:</u>									
	<u>Project Name:</u>									
	<u>Proposed Use:</u>									

This application must be submitted at least ten (10) days in advance of the Planning Board meeting, and accompanied by a non-refundable application fee of \$75.00 and the following information:

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. Additional information in support of proposed request.

Planning Board meetings are the FIRST and THIRD 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