



# Town of Brunswick, Maine

INCORPORATED 1739

DEPARTMENT OF PLANNING AND DEVELOPMENT

85 UNION STREET

BRUNSWICK, MAINE 04011-1583

TELEPHONE 207-725-6660

FAX 207-725-6663

## TOWN OF BRUNSWICK VILLAGE REVIEW BOARD PACKET

Subsection 2.3.9 of the 2017 Brunswick Zoning Ordinance creates an overlay zoning district called the Village Review Overlay Zone. As defined on the Brunswick Zoning Map the zone overlaps several neighborhoods and zoning districts in the downtown area. The purpose of this overlay zone is to protect and preserve the architectural context and historical integrity of downtown neighborhoods in the Town of Brunswick by:

- 1) Applying Ordinance standards and design guidelines in a reasonable and flexible manner to maintain Brunswick's traditional character and to ensure compatible construction and rehabilitation of existing structures in the Village Review Overlay District without stifling change or forcing modern recreations of historic styles.
- 2) Developing administrative processes and objective standards that identify and encourage the preservation and enhancement of neighborhood character, sites, and structures having historic or architectural significance.
- 3) Promoting economic development by enhancing the attractiveness of the Town to businesses and their patrons, residents, and visitors to Brunswick.
- 4) Fostering civic pride in the Town's history and development patterns as represented in distinctive sites, structures, and objects.
- 5) Promoting and protecting significant features of the historic patterns of development, including traditional landscaping, densities, structural mass and scale.

A Certificate of Appropriateness is required for activities in the overlay district involving contributing resources or those noncontributing resources visible from a public right-of-way, in accordance with the review procedures and criteria contained in Subsection 5.2.8 of the Brunswick Zoning Ordinance. This includes any change to the exterior appearance of the building or structure, in addition to front porches and steps, new parking lots and signs. While the power to grant a Certificate of Appropriateness is vested in the Village Review Board, minor alterations may be granted at the staff level. Minor (Staff Review) and Major (Board Review) activities include:

### 1) **Minor Activities:**

- a) Any alterations or additions not visible from a public right-of-way;
- b) Replacement of existing exterior siding or other materials, windows or doors which do not alter architectural or historic character;
- c) Repair, replacement or re-pointing of exterior masonry walls which do not alter architectural or historic character;
- d) Placement of sheds or other outbuildings, fences or dumpsters located in rear yards not visible from a public right-of-way;

- e) Any demolitions, partial demolitions or relocations of noncontributing resources not visible from a public right-of-way.
- f) Roof-top appurtenances not visible from a public-right-of-way; and,
- g) Removal of non-historic elements concealing original architectural character-defining features.

**2) Major Activities:**

- a) Any alterations or additions to existing structures or new construction visible from a public right-of-way;
- b) Any roof-top appurtenances visible from a public right-of-way;
- c) Exterior renovations, alterations or modifications to the structure or site not determined to be minor in nature;
- d) Any demolitions, partial demolitions or relocations of either contributing resources or noncontributing resources visible from a public right-of-way.; and
- e) Any alterations or new placement of walks, driveways or new impervious surfaces associated with any of the above major activities.

**3) Exempt activities include:**

- a) The independent demolition of incidental noncontributing structures accessory to a contributing resource not visible from a public right-of-way.
- b) The demolition of a noncontributing resource if the proposed demolition is not visible from the public right-of-way.
- c) In-kind replacement of windows, siding, doors and building ornamentation, normal maintenance and painting.

Applicants are encouraged to speak with the Brunswick Department of Planning and Development staff prior to filing an application to determine the level of review required.

**APPLICATION PROCESS (see Subsection 5.2.8 of the Zoning Ordinance)**

**Minor Reviews:**

An application for a Minor Review may be submitted the Department of Planning and Development at any time for consideration. Staff shall review the application and either render a decision or forward to the Village Review Board for their consideration within ten days after determining the application complete. All sign permit applications are considered Minor Reviews.

**Major Reviews:**

The Village Review Board generally meets on the third Tuesday of each month. Scheduled meeting dates are posted online at: [www.brunswickme.org/departments/planning-development/village-review-board/meeting-schedule-agenda-minutes/](http://www.brunswickme.org/departments/planning-development/village-review-board/meeting-schedule-agenda-minutes/). Applications to the Village Review Board are due at least 14 days prior to the scheduled Village Review Board meeting. Village Review Board approvals must be obtained prior to the issuance of any building permit or the granting of any development review approval.

**Standards for Review:**

As each building and neighborhood is unique, the Village Review Board reviews work on an individual basis in accordance with standards contained within Subsection 5.2.8 of the Brunswick Zoning Ordinance. Additional guidance is provided from the U.S. Secretary of Interior’s Standards for Rehabilitating Historic Buildings and the Village Review Zone Design Guidelines. All three documents are available online at [www.brunswickme.org/planning-development/village-review-board/](http://www.brunswickme.org/planning-development/village-review-board/).

Generally it is required that:

- Any changes are appropriate for the architectural and historical character of a building. This is especially important for details such as trim, railings, windows, etc.
- Alterations or new construction respect the visual character of the streetscape and neighborhood and reflect the scale, the textures, and the overall forms and relationships of those surroundings.

### **Application Requirements**

Please attach the following information to complete your application. A thorough application and thoughtful consideration of the project's impact to the Village Review Overlay Zone will ensure a complete and prompt review by the Staff/Board:

- Completed application form and applicable review fee.
- A copy of the building survey prepared by the Pejepscot Historical Society pertaining to the structure under review (*provided by Department Staff*).
- A drawing showing the design, texture, and location of any construction, alteration and/or demolition for which a certificate is required. The drawing shall include plans and exterior elevations drawn to scale, with sufficient detail to show their relations to exterior appearances and the architectural design of the building. Drawings need not be prepared by an architect or engineer, but shall be clear, complete, and specific.
- A site plan which shows the relationship of the changes to the surroundings.
- If architectural features are to be removed or replaced (including but not limited to original windows, siding, roofing material and other design elements), provide photographic documentation or a written assessment from a preservation professional or contractor explaining the condition of the material and reason for removal/replacement.
- Photographs of the building(s) involved, its context, and detailed photos of immediate area.
- List all proposed materials and products, and clearly identify their location on the drawings. Indicate texture of material, if applicable.
- Provide manufacturer's product information and, if possible, bring material samples to the meeting.
- Provide information such as dimensions, photographs or source for salvaged or reused materials.

For demolition applications, all applications must also address review standards contained in Subsection 5.2.8.C (4) of the Brunswick Zoning Ordinance.

All applicants for Major Review are required to attend the Village Review Board meeting to present their application.

### **Notification**

The Department of Planning and Development will identify all property located within a 200 foot radius of the parcel subject to review. The owners of identified property will be notified by the Planning and Development Department by first class mail at least 10 days prior to the Village Review Board meeting.

### **Application Fees**

The following application fees shall be paid upon submittal for any project requiring a Certificate of Appropriateness:

**Minor Review (Staff-level): \$25.00**

**Major Review (Village Review Board-level): \$50.00**

Received: \_\_\_\_\_  
By: \_\_\_\_\_

VRB Case #: \_\_\_\_\_

**VILLAGE REVIEW BOARD  
CERTIFICATE OF APPROPRIATENESS  
APPLICATION**

1. Project Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

2. Project Property Owner:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

3. Authorized Representative: (If different than applicant)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

4. Physical Location of Property Being Affected:

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

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

6. Underlying Zoning District \_\_\_\_\_

7. Type of Activity (check all that apply):

- Additions and New Construction
- Structural Alteration
- Demolition/Moving of Structure
- Sign Permit

8. Describe the location and nature of the proposed change(s), including a brief description of the proposed construction, reconstruction, alteration, demolition, proposed re-use, or other change (use separate sheet if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's  
Signature \_\_\_\_\_

**VILLAGE REVIEW BOARD  
APPLICATION FOR CERTIFICATE OF COMPLIANCE  
APPLICATION CHECK-LIST**

**This checklist will be completed by the Department of Planning and Development. The Department requires that all application materials be submitted in BOTH hard copy and digital format. In addition, for Major Review applications, EIGHT (8) HARD COPIES are required after your application is considered complete by Department staff. Your project will not be placed on the Village Review Board's agenda until this determination is made. For assistance, please contact the Department of Planning and Development at (207)725-6660.**

- Completed application form
- A copy of the building survey prepared by the Pejepscot Historical Society pertaining to the structure under review (*provided by Department Staff*).
- A drawing showing the design, texture, and location of any construction, alteration, demolition for which a certificate is required. The drawing shall include plans and exterior elevations drawn to scale, with sufficient detail to show their relations to exterior appearances and the architectural design of the building. Drawings need not be prepared by an architect or engineer, but shall be clear, complete, and specific.
- A site plan or photographs showing the relationship of the changes to the surroundings.
- If architectural features are to be removed or replaced (including but not limited to original windows, siding, roofing material and other design elements), provide photographic documentation or a written assessment from a preservation professional or contractor explaining the condition of the material and reason for removal/replacement.
- Photographs of the building(s) involved, its context, and detailed photos of immediate area.
- List all proposed materials and products, and clearly identify their location on the drawings. Indicate texture of material, if applicable.
- Provide manufacturer's product information and, if possible, bring material samples to the meeting.
- Provide information such as dimensions, photographs or source for salvaged or reused materials.
- For demolition applications, provide detailed information addressing standards contained in Subsections 5.2.8.C (4) of the Brunswick Zoning Ordinance.

**This application was certified as being complete on \_\_\_\_\_ (date) by  
\_\_\_\_\_ of the Department of Planning and Development.**

**THIS APPLICATION WAS:**

- Granted**
- Granted With Conditions**
- Denied**
- Forwarded to Village Review Board**
- Building Permit Required**
- Building Permit NOT Required**

Applicable Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Department Staff Reviewing Application

**COMPLIANCE WITH ZONING STANDARDS**

**Notice: *This form is to be completed by the Codes Enforcement Officer and filed with the application.***

This is to certify that the application for Certificate of Appropriateness submitted by \_\_\_\_\_, relating to property designated on Assessors Tax Map # \_\_\_\_\_ and Lot # \_\_\_\_\_ has been reviewed by the Codes Enforcement Officer and has been found to be in compliance with all applicable zoning standards:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

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