



BROWNFIELD PLANNING BOARD
82 MAIN STREET
BROWNFIELD, MAINE 04010
207-935-2007

Commercial Business Application Information

Are you planning to open your own business?

What type of business are planning to operate?

Home Occupation

A business or profession which is customarily carried out in a dwelling unit or structure accessory to a dwelling unit and carried on by a member of the family residing in the dwelling unit, ***which is clearly incidental and secondary*** to the use of the dwelling for residential purposes ***and which does not change the character thereof.***

The term "**Home Occupations**" shall include both professional and personal services, *within the limits on number of employees established in other sections of this Ordinance.*

Commercial activities located in the owner's home are permitted *providing the home occupation does not employ more than two persons outside the family in the same home occupation.*

Commercial Activities:

Any activity carried out for monetary gain except home occupations, agricultural uses and industrial uses.

Industrial Activities:

Commercial or Industrial requiring a Town, County, State or Federal license or permit (this includes agri-business for large scale commercial/industrial purpose.)

Industrial Activities:

Any activity connected with the assembling, fabrication, finishing, manufacturing, packaging or processing of goods for a fee, exempting home occupations, agricultural uses, or the extraction of minerals.

If your business is a commercial, industrial or commercial/Industrial requiring a Town, County, State or Federal license or permit or any business then these are the steps to follow:

Get a commercial application at the Town Office.

PRINT CLEARLY, except where a signature is required.

If you decide to answer any questions on a separate page, number the attached pages and note it in the space for an answer.

Examples: List of Abutters are on attached pages 1-2.
Question d. is answer in detail on attached page 4.

Complete all questions to the best of your ability. Note: **N/A** is not an acceptable response. If the question does not apply explain why you think it does not apply.

Provide a list of all abutters and their addresses. This information is available at the Town Office.

The Tax Maps and Commitment Books will provide you with the necessary information.

Include a site map. This may be hand drawn.

Indicate all significant buildings, structures, driveways, roads, parking areas, wells, septic, wetlands, stonewalls, etc. The Board may require a physical site walk.

Questions d. and e. must provide a copy of the plan for handling the issues addressed or a letter from the Code Enforcement Officer w

Attach current copies of all local, state and/or federal licenses or permits pertaining to your business.

Note the status of any pending license and/or permits that will be required for your business. If you have a Corporation, S Corp, Corp Online, LLC, LLP, Non-profit, Partnership, Sole Proprietorship or DBA you must submit your EIN, TIN, ITIN, PTIN.

Get on the Planning Board agenda by contacting the secretary by mail or telephone at least 14 days in advance of a regularly scheduled meeting of the Board or by coming to a prior meeting and ask to address the Board.

The Board meets at seven p.m. (7 p.m.) the first Tuesday of each month at the Town Office.

Please provide the Planning Board Secretary with 8 (eight) copies *plus the original (so **marked after making copies**)* of the application plus all attachments including all the items listed above as applicable. *The Planning Board reserves the right to request additional copies if needed.*

This packet of copies and the original is due at least two weeks prior to the scheduled first meeting.

Failure to do so will delay the process by one month.

The application will not be reviewed *without a signature and date on the last page of the application and initials on all attached pages and documents.*

The applicant and/or their legal representative (documentation required) must be present to present their application to the Board.

All meetings are open to the public.

The Process:

Acceptance:

After receipt of the application fee (see fees). The Board will review the application and determine if it is complete.

The Board may make suggestions that may be added to the original and initialed. However, if there are a number of issues the application will be returned as incomplete and the applicant will be placed on the agenda for the next formal meeting the following first Tuesday of the Month.

Once the Board determines the application is complete they must formally accept the application for review by a majority vote.

The Site Walk:

In some circumstances, the Board may require a Site Walk of the property in question. Should they do so there must be a public notice run for one (1) week in a local periodical and will be posted in the usual places.

The Planning Board Secretary will have an invoice for the cost of advertising. This must be paid before the Site Walk may be done.

Site walks are open to the public however, no one may talk or ask the Board questions. The Board will ask all questions through the Chair or Vice Chair during the walk and only the applicant may answer them. One member of the committee will take notes.

Findings from the Site Walk will be presented at the next full meeting on the First (1st) Tuesday of the Month.

The Public Hearings:

All commercial applications are required to have a Public Hearing.

Once the Board has received a complete application, conducted a site walk (if needed) and read the findings, Public Hearing will then be scheduled within thirty (30) days.

The Public Hearing will not be scheduled until all abutter and public hearing notices have been paid.

When the Public Hearing is scheduled the applicant must prepay advertising costs for notices in a local paper for two (2) consecutive weeks plus postage for notices to be sent certified mail to all abutters and/or property owners within 500 feet of the designated property. See Fees.

Fees:

A list of all current fees is attached on a separate page.

A check for the application fee must be submitted with the original and copies of the Commercial application. Make the Check payable to the Town of Brownfield Planning Board. If you are mailing the application and copies the address is:

Town of Brownfield
Attn: Planning Board
82 Main Street
Brownfield, ME 04010

Once the application is accepted for review the Planning Board Secretary will provide you with an invoice for the Site Walk, Public Hearing notifications and certified mailing of notice to all abutters and/or property owners within five hundred (500) feet the designated property.

These include:

A 16th page placement of Notice in one paper for one week for a Site Walk.

A 16th page placement of Notice in one local paper for two weeks for the Public Hearing.

Abutters and/or property owners within 500 (five hundred) feet of the business property must be notified by Certified Mail.

The Planning Board Secretary will have an invoiced at the time of the first hearing. Please be prepared to write the check once the application has been accepted.

If a Site Walk is required the applicant will be invoiced only for that Public Notice. When the findings from the Site Walk are read and accepted, the applicant will be given an Invoice for the Public Hearings notices.

The Public Notices and certified letters are sent out by the Planning Board Secretary expeditiously.

NOTES:

An application may receive approval the same evening after the Public Hearing, if all requirements have been met and all questions answered to the Boards' satisfaction.

Please be aware that if the enterprise will impact the land in any matter (e.g. excavation) that is near a great pond, river, stream, lake, significant vernal pool or any wetlands, the DEP (Department of Environmental Protection) must be notified and a permit obtained if needed. Do not begin any excavation or other invasive action until the appropriate permit is issued.

As of August 15, 2017, the following are the cost for each fee.

Breakdown:

Commercial Business Application fee: \$20.00

Public Hearing Notices: \$60.00
\$30 per week for 2 (two) weeks.

Site Walk Notice \$30.00
\$30.00 for 1 (one) week

Abutter notification by Certified Mail:
\$6.46 for each abutter.

Please check with Planning Board Secretary for up dated fees.