

**Brooklin Notice of Intent to Alter or Construct Structures  
Ordinance**

Effective Date: 4/6/2024

Certified: David R. Wiley Date: 4/11/24

Certified: [Signature] Date: 4-11-24

Certified: [Signature] Date: 4/11/24

Select Board

Attest: A True Copy: Heather Candage Date: 4/11/2024

Town Clerk

# Town of Brooklin

Incorporated June 2, 1849  
23 Bay Road – PO Box 219  
Brooklin, Maine 04616

## **BROOKLIN NOTICE OF INTENT TO ALTER OR CONSTRUCT STRUCTURES ORDINANCE**

Any person altering or constructing a structure in the Town of Brooklin shall file a “Notice of Intent to Alter or Construct Structures” form with the Code Enforcement Officer or his/her designate agent of the Town of Brooklin.

**1. AUTHORITY:** This ordinance is enacted in accordance with Title 30A MRSA sec.3001.

**2. PURPOSE:** It is important to treat taxpayers fairly, to promote safety, health and public welfare and assessment equity requires that the Town of Brooklin Assessors be aware of changes to individual properties. Any person altering, making additions to, or constructing buildings in the Town of Brooklin shall first file a “Notice to Alter or Construct Buildings” form with Code Enforcement Officer or his/her designate agent of the Town of Brooklin.

**3. DEFINITIONS:**

a. “Structure” shall mean any improvement on real estate including but not limited to dwellings, sheds, barns, decks, patios, swimming pools, and applies to residential, commercial and industrial uses.

b. “Altering” shall mean any change in an existing structure, including additions and expansions, with a cost of \$5,000.00 or more.

**4. NOTICES:** The Notice of Intent shall be filed on a form provided by the Town of Brooklin and be completed with the Code Enforcement Officer.

**5. PENALTY:** Any property owner who does not comply with this ordinance shall be subject to all back taxes due plus interest charged at the maximum allowable rate, plus a penalty may be assessed of up to \$500.00 but not less than \$50.00 to be levied by the Select Board.

**6. EFFECTIVE DATE:** This ordinance shall be effective on the date that it is passed by the Town of Brooklin, and any prior existing Notice of Intent to Alter or Construct Structures Ordinance is hereby repealed.

**7. SEPARABILITY:** In any section, subsection, sentence or part of this ordinance is for any reason held to be invalid or unconstitutional, such decisions shall not affect the validity of the remaining portions of this ordinance.

**8. EFFECT:** This Notice is **NOT A PERMIT to construct or alter structures within the Town of Brooklin**. This is a Notice that exists to ensure tax fairness. Applicants still must apply for site plan approval, if applicable, through the Town of Brooklin’s Planning Board subject to the Town of Brooklin’s Site Plan Review Ordinance before commencing construction.

Applicants **MUST** contact the Code Enforcement Office to determine if site plan approval is required.