



Town of Freeport  
Planning Department  
30 Main Street  
Freeport, ME 04032

**Request Type: (check all applicable)**

- \_\_\_\_\_ recalculation of parking requirement based on square feet
- \_\_\_\_\_ reduction of parking – 25% reduction for shared parking for uses not previously included
- \_\_\_\_\_ reduction of parking – 25% reduction for second floor or lower level spaces with separate entrances only
- \_\_\_\_\_ current parking calculation for non-conforming properties

**1) Property Owner or applicant Information:**

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
(If a Company, provide name of person also)

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

Email: \_\_\_\_\_

**2) Interest in Property:** Please attach a copy of the recorded deed for the property. If the applicant is not the property owner, a purchase and sale agreement or a lease agreement shall also be submitted to show that the applicant has a serious interest in the project and sufficient title, right, and/or interest to complete the project. The amount being paid for the property may be blacked out. This application will not be processed without this information.

**3) Property Information:**

Current or most recent business using the space: \_\_\_\_\_

Location of property: \_\_\_\_\_

**4) Required Information:** Attach detailed floor plans, or draw a diagram of each floor (including the basement if used for the business) of the building noting the dimensions of each space. Label the type of space (for example, public restrooms, stairways not open to the public, areas of outdoor seating, etc) and the use (for example, retail, restaurant, etc). Attach as many sheets as needed. *Note: If drawings are provided in paper form on a paper size greater than 11"x17", a digital (pdf) copy must also be submitted.*

**Application Fee: \$30.00**

**Submission:** *The undersigned, being the applicant, owner or legally authorized representative, states that all information in this application is true and correct to the best of his/her knowledge and hereby does submit the information for review by the town and in accordance with applicable ordinances, statutes and regulations of the Town, State and Federal governments. By signing this application, the applicant agrees to allow town staff access to the building to verify the dimensions submitted.*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT/OWNER/REPRESENTATIVE

For more information, please contact Donna Larson, Town Planner at (207)865-4743 ext. 103 or [dlarson@freeportmaine.com](mailto:dlarson@freeportmaine.com)