

DECD/OCP 1/91
NOTE: THIS SAMPLE PERMIT APPLICATION FORM
SHOULD BE MODIFIED TO COMPLIMENT YOUR
LOCAL SHORELAND ZONING ORDINANCE

FOR OFFICE USE ONLY:

PERMIT NO.: _____

ISSUE DATE: _____

FEE AMOUNT: _____

TOWN OF Waterboro
SHORELAND ZONING PERMIT APPLICATION

GENERAL INFORMATION

1. APPLICANT	2. APPLICANT'S ADDRESS	3. APPLICANT'S TEL. #
4. PROPERTY OWNER	5. OWNER'S ADDRESS	6. OWNER'S TEL. #
7. CONTRACTOR	8. CONTRACTOR'S ADDRESS	9. CONTRACTOR'S TEL. #
10. LOCATION/ADDRESS OF PROPERTY	11. TAX MAP/PAGE & LOT # AND DATE LOT WAS CREATED	12. ZONING DISTRICT
13. DESCRIPTION OF PROPERTY INCLUDING A DESCRIPTION OF ALL PROPOSED CONSTRUCTION, (E.G. LAND CLEARING, ROAD BUILDING, SEPTIC SYSTEMS, AND WELLS - PLEASE NOTE THAT A SITE PLAN SKETCH IS REQUIRED ON PAGE 3).		
14. PROPOSED USE OF PROJECT	15. ESTIMATED COST OF CONSTRUCTION	

SHORELAND AND PROPERTY INFORMATION

16. LOT AREA (SQ. FT.)	17. FRONTAGE ON ROAD (FT.)
18. SO. FT. OF LOT TO BE COVERED BY NON-VEGETATED SURFACES	19. ELEVATION ABOVE 100 YR. FLOOD
20. FRONTAGE ON WATERBODY (FT.)	21. HEIGHT OF PROPOSED STRUCTURE
22. EXISTING USE OF PROPERTY	23. PROPOSED USE OF PROPERTY

Note: Questions 24 & 25 apply only to expansions of portions of existing structures which are less than the required setback.

<p>24. A) TOTAL FLOOR AREA OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK AS OF 1/1/89:</p> <p style="text-align: right;">_____ SQ. FT.</p> <p>B) FLOOR AREA OF EXPANSIONS OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK FROM 1/1/89 TO PRESENT:</p> <p style="text-align: right;">_____ SQ. FT.</p> <p>C) FLOOR AREA OF PROPOSED EXPANSION OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK:</p> <p style="text-align: right;">_____ SQ. FT.</p> <p>D) % INCREASE OF FLOOR AREA OF ACTUAL AND PROPOSED EXPANSIONS OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK SINCE 1/1/89:</p> <p style="text-align: center;">(% INCREASE = $\frac{B+C}{A} \times 100$)</p> <p style="text-align: right;">_____ %</p>	<p>25. A) TOTAL VOLUME OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK AS OF 1/1/89:</p> <p style="text-align: right;">_____ CUBIC FT.</p> <p>B) VOLUME OF EXPANSIONS OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK FROM 1/1/89 TO PRESENT:</p> <p style="text-align: right;">_____ CUBIC FT.</p> <p>C) VOLUME OF PROPOSED EXPANSION OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK:</p> <p style="text-align: right;">_____ CUBIC FT.</p> <p>D) % INCREASE OF VOLUME OF ACTUAL AND PROPOSED EXPANSIONS OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK SINCE 1/1/89:</p> <p style="text-align: center;">(% INCREASE = $\frac{B+C}{A} \times 100$)</p> <p style="text-align: right;">_____ %</p>
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NOTE: IT IS IMPERATIVE THAT EACH MUNICIPALITY DEFINE WHAT CONSTITUTES A STRUCTURE, FLOOR AREA, AND VOLUME AND APPLY THOSE DEFINITIONS UNIFORMLY WHEN CALCULATING EXISTING AND PROPOSED SO. FT. AND CU. FT.

Please use the following page to show how Sections 24 and 25 were calculated.

24A) TOTAL FLOOR AREA
EXISTING PRIOR TO 1989
LENGTH x WIDTH

$$\underline{\quad} \times \underline{\quad} = \underline{\quad}$$

$$\underline{\quad} \times \underline{\quad} = \underline{\quad}$$

$$\underline{\quad} \times \underline{\quad} = \underline{\quad}$$

24B) TOTAL FLOOR AREA
EXPANSION SINCE 1989
LENGTH x WIDTH

$$\underline{\quad} \times \underline{\quad} = \underline{\quad}$$

$$\underline{\quad} \times \underline{\quad} = \underline{\quad}$$

$$\underline{\quad} \times \underline{\quad} = \underline{\quad}$$

24C) TOTAL FLOOR AREA
PROPOSED EXPANSION
LENGTH x WIDTH

$$\underline{\quad} \times \underline{\quad} = \underline{\quad}$$

$$\underline{\quad} \times \underline{\quad} = \underline{\quad}$$

$$\underline{\quad} \times \underline{\quad} = \underline{\quad}$$

24D) % INCREASE IN FLOOR AREA
$$\frac{B + C}{A}$$

25A) TOTAL VOLUME
EXISTING PRIOR TO 1989
LENGTH x WIDTH x HEIGHT

$$\underline{\quad} \times \underline{\quad} \times \underline{\quad} = \underline{\quad}$$

$$\underline{\quad} \times \underline{\quad} \times \underline{\quad} = \underline{\quad}$$

$$\underline{\quad} \times \underline{\quad} \times \underline{\quad} = \underline{\quad}$$

25B) TOTAL VOLUME
EXPANSION SINCE 1989
LENGTH x WIDTH x HEIGHT

$$\underline{\quad} \times \underline{\quad} \times \underline{\quad} = \underline{\quad}$$

$$\underline{\quad} \times \underline{\quad} \times \underline{\quad} = \underline{\quad}$$

$$\underline{\quad} \times \underline{\quad} \times \underline{\quad} = \underline{\quad}$$

25C) TOTAL VOLUME
PROPOSED EXPANSION
LENGTH x WIDTH x HEIGHT

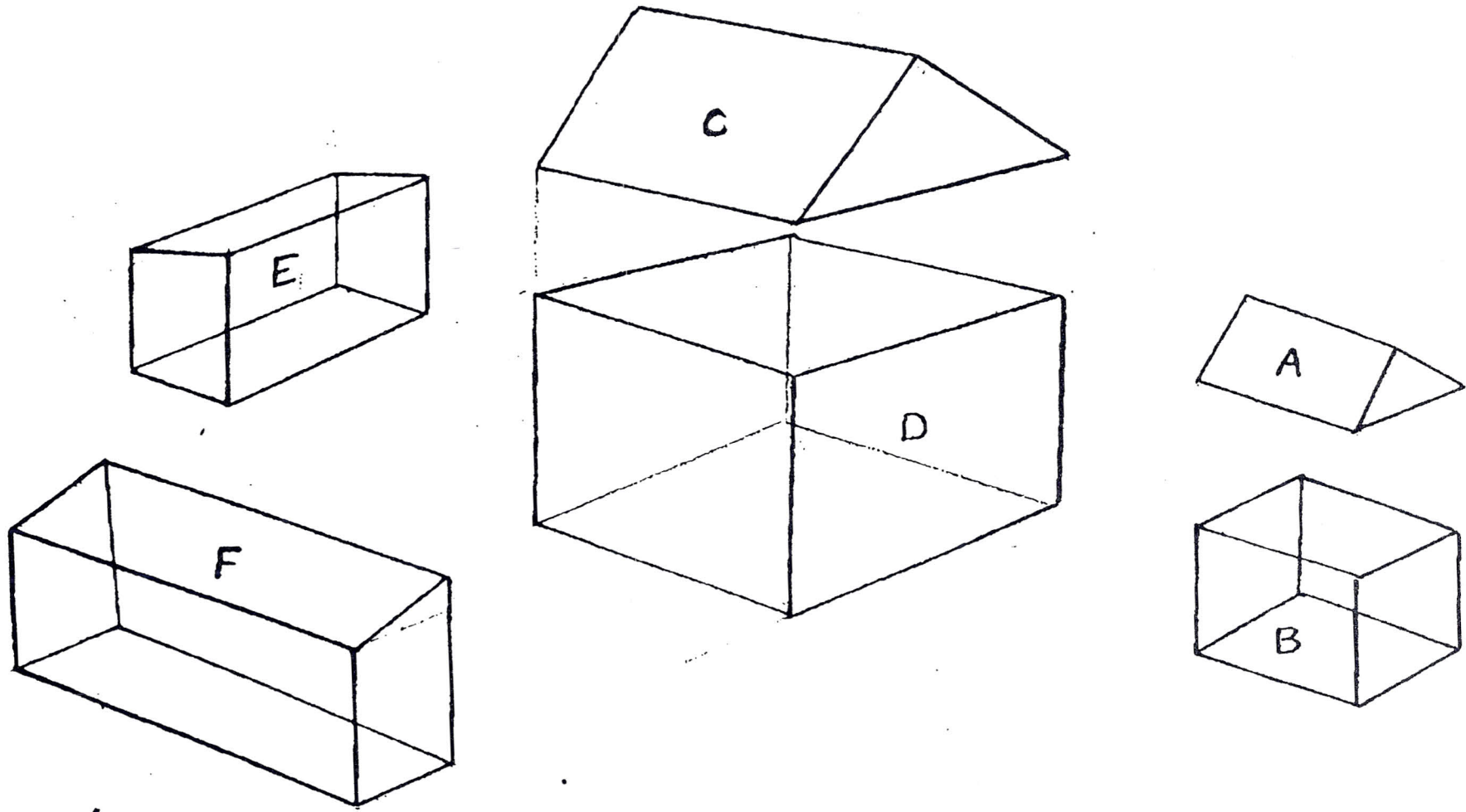
$$\underline{\quad} \times \underline{\quad} \times \underline{\quad} = \underline{\quad}$$

$$\underline{\quad} \times \underline{\quad} \times \underline{\quad} = \underline{\quad}$$

$$\underline{\quad} \times \underline{\quad} \times \underline{\quad} = \underline{\quad}$$

25D) % INCREASE IN VOLUME
$$\frac{B + C}{A}$$

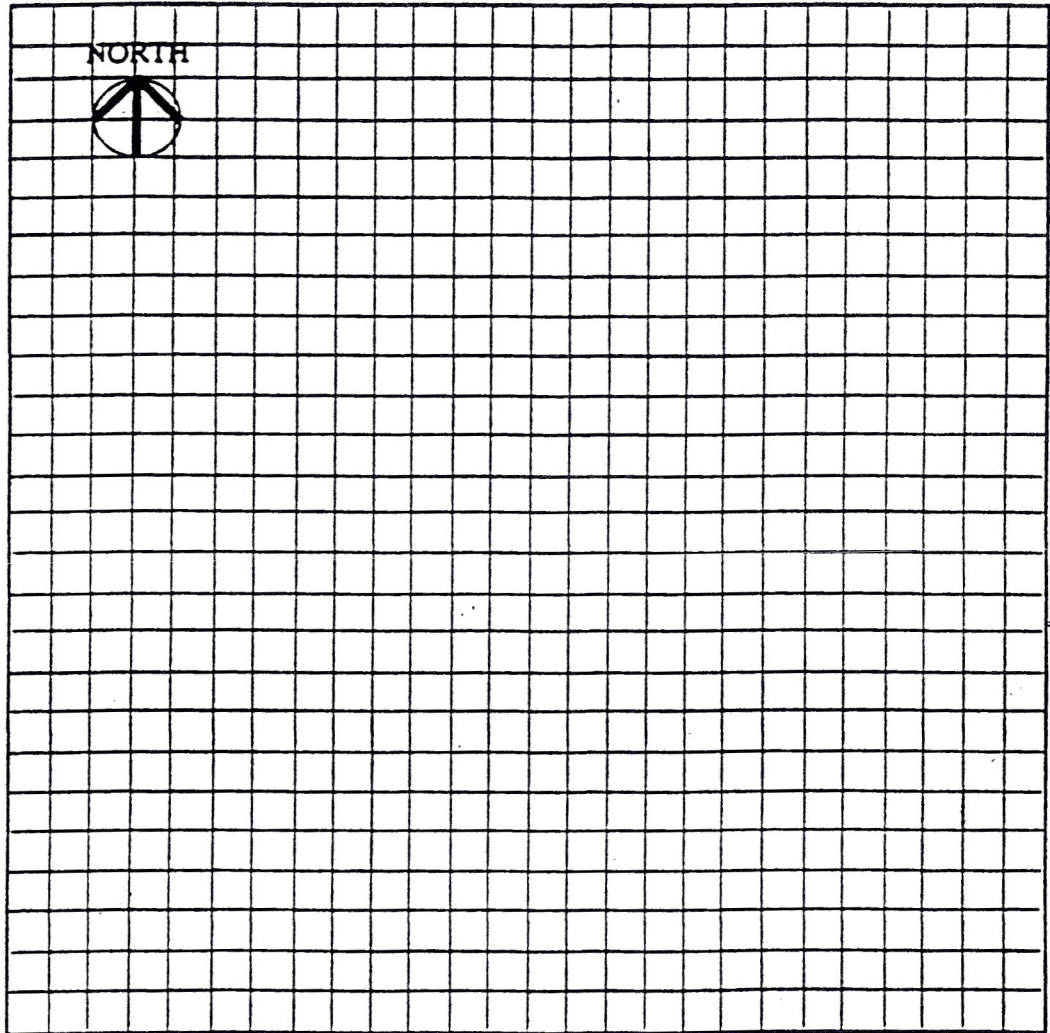
Please use this worksheet or similar to provide all measurements.



SITE PLAN

PLEASE INCLUDE: LOT LINES; AREA TO BE CLEARED OF TREES AND OTHER VEGETATION; THE EXACT POSITION OF PROPOSED STRUCTURES, INCLUDING DECKS, PORCHES, AND OUT BUILDINGS WITH ACCURATE SETBACK DISTANCES FROM THE SHORELINE, SIDE AND REAR PROPERTY LINES; THE LOCATION OF PROPOSED WELLS, SEPTIC SYSTEMS, AND DRIVEWAYS; AND AREAS AND AMOUNTS TO BE FILLED OR GRADED. IF THE PROPOSAL IS FOR THE EXPANSION OF AN EXISTING STRUCTURE, PLEASE DISTINGUISH BETWEEN THE EXISTING STRUCTURE AND THE PROPOSED EXPANSION.

NOTE: FOR ALL PROJECTS INVOLVING FILLING, GRADING, OR OTHER SOIL DISTURBANCE YOU MUST PROVIDE A SOIL EROSION CONTROL PLAN DESCRIBING THE MEASURES TO BE TAKEN TO STABILIZE DISTURBED AREAS BEFORE, DURING AND AFTER CONSTRUCTION (See attached guidelines)



SCALE: _____ = _____ FT.

ADDITIONAL PERMITS, APPROVALS, AND/OR REVIEWS REQUIRED

CHECK IF REQUIRED:

- PLANNING BOARD REVIEW APPROVAL
(e.g. Subdivision, Site Plan Review)
- BOARD OF APPEALS REVIEW APPROVAL
- FLOOD HAZARD DEVELOPMENT PERMIT
- EXTERIOR PLUMBING PERMIT
(Approved HHE 200 Application Form)
- INTERIOR PLUMBING PERMIT
- DEP PERMIT (Site Location,
Natural Resources Protection Act)
- ARMY CORPS OF ENGINEERS PERMIT
(e.g. Sec. 404 of Clean Waters Act)

OTHERS:

- _____
- _____
- _____
- _____

NOTE: APPLICANT IS ADVISED TO CONSULT WITH THE CODE ENFORCEMENT OFFICER AND APPROPRIATE STATE AND FEDERAL AGENCIES TO DETERMINE WHETHER ADDITIONAL PERMITS, APPROVALS, AND REVIEWS ARE REQUIRED

I CERTIFY THAT ALL INFORMATION GIVEN IN THIS APPLICATION IS ACCURATE. ALL PROPOSED USES SHALL BE IN CONFORMANCE WITH THIS APPLICATION AND THE _____ SHORELAND ZONING ORDINANCE. I AGREE TO FUTURE INSPECTIONS BY THE CODE ENFORCEMENT OFFICER AT REASONABLE HOURS.

APPLICANT'S SIGNATURE

DATE

AGENT'S SIGNATURE (if applicable)

DATE

APPROVAL OR DENIAL OF APPLICATION

(For Office Use Only)

MAP _____ LOT _____

THIS APPLICATION IS: _____ APPROVED _____ DENIED

IF DENIED, REASON FOR DENIAL:

IF APPROVED, THE FOLLOWING CONDITIONS ARE PRESCRIBED:

NOTE: IN APPROVING A SHORELAND ZONING PERMIT, THE PROPOSED USE SHALL COMPLY WITH THE PURPOSES AND REQUIREMENTS OF THE SHORELAND ZONING ORDINANCE FOR THE TOWN OF _____.

CODE ENFORCEMENT OFFICER

DATE

INSPECTION CHECK LIST	
<input type="checkbox"/>	Prior to Clearing and Excavation
<input type="checkbox"/>	Prior to Foundation Pour
<input type="checkbox"/>	Prior to Final Landscaping
<input type="checkbox"/>	Prior to Occupancy

PERMIT #
FEE AMOUNT

GUIDELINES FOR SOIL STABILIZATION

Areas of disturbed soil, including but not limited to areas that are filled, graded, or otherwise disturbed during construction, must be stabilized according to the approved erosion control plan provided as part of the permit application, or as modified by specific conditions of approval. The following guidelines provide guidance for the landowner to consider in preparing and executing the soil stabilization portion of the erosion control plan. The goals to be achieved by proper stabilization are the avoidance of accelerated soil erosion and sedimentation of water bodies.

In General:

1. Sterile soils such as sands and gravels should be covered with a minimum of 4 inches of compacted topsoil to provide a growth medium for vegetation.
2. Disturbed areas which can be seeded between May 1 and September 15 should be prepared and seeded during that period. The best seeding dates are from May 1 to June 15. Mid-summer seeding will usually require significant watering.
3. Disturbed areas which can not be seeded between May 1 and September 15 should be heavily mulched with hay, straw, or some other suitable material to keep them as stable as possible over the winter, and particularly during the spring runoff the following year. Generally, one bale of hay for each 500 square feet of disturbed area provides a stabilizing mulch. For over-wintering, mulch must be tied down, as it is easily blown around on frozen ground, leaving areas of exposed soils. Mulched over-winter areas should be prepared and seeded the following spring as soon as conditions allow.
4. Seeding preparation, in addition to providing topsoil or loam if the site is sterile, includes the application of lime and fertilizer, which should be lightly raked into the soil prior to seeding. After the area is seeded, it should be lightly watered and then mulched to protect the seed, keep the site stable and moist, and allow the seed to germinate and grow.
5. Lime should be applied at a rate of approximately 138 pounds per 1000 square feet of area. This rate may vary depending on soil conditions, and it is recommended that soil be analyzed to determine specifically what additional nutrients are needed.
6. Fertilizers should be a "quick release" low phosphorus mixture. They should be applied at a rate of approximately 18.4 pounds per 1000 square feet. However, no more fertilizer than necessary should be added since any excess may be washed into the adjacent water body and contribute to lower water quality. Fertilizers should never be applied before thunderstorms or before spring runoff.
7. Minimize the areas of exposed soil during construction, and temporarily or permanently stabilize disturbed areas within one week of the time the area is actively worked. Runoff control features such as hay bales, silt fencing, and diversion ditching must be in place and functioning prior to the start of construction.

ACKNOWLEDGMENT OF SHORELAND ZONING BUFFER STANDARDS

This sheet provides notification of standards required by the Waterboro Shoreland Zoning Ordinance. By signing this form, the applicant acknowledges understanding of the standards and agrees to comply with them and to notify all others associated with the proposed project of these restrictions. Violation of any of these standards will require the contractor(s) and/or landowner(s) to fully restore any site conditions not in compliance to their pre-construction condition and could possibly include violation fines or legal action.

NOTE: This form summarizes key Ordinance provisions. Other restrictions and Maine DEP requirements may also apply. Approval of a DEP permit under the Natural Resources Protection Act does not supersede these standards which in some cases are more restrictive. See section 7 of the Zoning Ordinance for information about which activities require a local permit from the code enforcement office. It is suggested that you contact the code enforcement office prior to doing anything within the shoreland zone. Shoreland zone regulations apply to all land areas within 250 feet of the normal high-water line of any great pond, river or the upland edge of a freshwater wetland, and within 100 feet of the normal high-water line of a stream.

The following standards apply within the buffer area (within 100 feet of the normal high water mark of all lakes, rivers, streams and wetlands. (See the official Shoreland Zoning Map for exact boundaries.)

- Structures are not allowed within the buffer area. This prohibition includes storage buildings, boat houses, patios, decks, tents and any portion of a dock extending above the normal high water line.
- One winding footpath of no more than six feet in width is allowed for each lot or for each 200 feet of shoreline frontage. Footpaths must be winding in order to provide opportunities for runoff to disperse into the buffer. They cannot be constructed so as to create a view corridor.
- In the off-season, docks should be stacked on the footpath to avoid damage to buffer vegetation.
- Fill cannot be brought into the buffer except for path construction or to re-vegetate bare ground as part of an approved re-vegetation plan.
- Trees can be limbed on the lower one third of the tree.
- Openings or view corridors in existence prior to January 1, 1989 can be maintained but not enlarged.
- No disturbance of the ground cover (including the duff and leaf layer) or vegetation shall be caused within the buffer, or between the lake and a grandfathered or new structure. Equipment movement and excavation disturbance must be carefully controlled to avoid any impact on the buffer. For example, it is not legal to locate a foundation at the buffer limit if that placement will cause any disturbance within the buffer. The placement of silt fence at the buffer limit is intended to prevent this problem and satisfy state and local laws.
- Openings that have "closed" with growth of woody vegetation cannot be "re-opened".
- Grandfathered buildings within the buffer may be expanded if the expansions are no closer to the water body than the original structure. Such expansions of floor area and/or volume are limited to 30% of the floor area and volume in existence as of January 1, 1989. Planning Board review is required to obtain a permit to expand an existing structure that is within 100 feet of the waterbody.
- Before any construction begins, pre-construction photos should be taken and a copy should be provided to the code enforcement office to be kept in the building file. Silt fence must be properly installed at the upland extent of the buffer area below any construction.
- Clearing of vegetation within the strip of land 75 feet inland from the normal high-water line in a shoreland area zoned for resource protection abutting a pond is not allowed. Vegetation under three feet in height can not be removed or cut. Timber harvesting within 75 feet of a pond or stream is not allowed.
- Clearing for development from 75-250 can be done selectively but no more than 40% of the total volume of trees four inches or more in diameter measured at 4 ½ feet above the ground can be removed on any lot within a ten year period.

Date: _____ Signature of Applicant: _____ Permit #: _____