

Town of Whitefield
36 Townhouse Road
Whitefield, Maine 04353



townwhitefieldadm@gmail.com
townofwhitefield.com
207-549-5175

Fee: _____
Date Paid: _____
Check # _____
Tax Map # _____ Lot # _____
Permit # _____

Date accepted: _____

APPLICATION for SHORELAND ZONING PERMIT

All development projects involving buildings and other structures, soil disturbance, fill, timber harvesting and/or clearing of vegetation in the Shoreland Zones of Whitefield require a Shoreland Zoning Permit.

Please see the instructions and information about Shoreland Zoning on p. 5 of this application.

Please fill out this form completely, to ensure it can be accepted as complete for review. If any entry does not apply to your project, please enter NA (not applicable) in the space. Additional information may be required, and we will contact you if it is needed.

SECTION 1: Applicant

1. Name: _____
2. Mailing Address: _____
3. Email address: _____
4. Telephone number (mobile): _____
5. Telephone number (landline): _____

SECTION 2: Property Owner (if different than Applicant)

1. Name: _____
2. Mailing Address: _____
3. Email address: _____
4. Telephone number: (mobile): _____
5. Telephone number (landline): _____

SECTION 3: Agent

(If multiple agents/consultants are involved, please use add'l space on back side of page to list them.)

1. Name: _____
2. Mailing Address: _____
3. Email address: _____
4. Telephone number: (mobile): _____
5. Telephone number (landline): _____

SECTION 4. Proposed Project Information

Proposed Project (circle): New Addition Relocation Demolition Change of Use Other: _____

Existing Use of property (circle): Undeveloped Woodlot Residential Commercial Agricultural Other: _____

Proposed Use (circle): Commercial Residential Accessory Structure Agricultural Institutional Other: _____

Brief Project Description: _____

SECTION 5: Property Information

1. Street address: _____
2. Tax Map _____ Lot #: _____
3. Size of lot: _____ acres
4. What water body(ies) is the property in the Shoreland of: _____
5. Shoreland Zone district: _____
6. The property is in: *(Circle any that apply)* Tree Growth Farm Open Space Program
7. Is the property in a special flood hazard area, Zone A, as identified by the Federal Emergency Management Agency? Yes No
8. Has property been surveyed? Yes No
9. The property is subject to or benefited by: *(Circle any that apply)*
easement deed restriction right of way covenants other: _____

SECTION 6: Existing Structures

A non-conforming structure that existed on January 1, 1989 may be expanded by less than 30% during the remainder of its lifetime. The 30% is based on both the floor area and the volume of the structure as it existed on January 1, 1989, but only applies to the part of the building that is within the required setback. "Floor area" includes all floors, porches, and decks; "volume" includes spaces that are within the roof and fixed exterior walls. The law does not permit any expansion, including decks or patios, towards the water or wetland if the structure is already less than the required setback from the water or wetland.

If the application proposes the expansion of a portion of an existing structure which existed on Jan. 1, 1989 and which is less than required setback, please provide the following:

A. Total floor area and volume of portion of structure as it existed on Jan. 1, 1989 that is less than the required setback:

_____ square feet _____ volume

B. Floor area and volume of expansions since Jan. 1, 1989 which are less than the required setback:

_____ square feet _____ volume

C. Floor area and Volume of Proposed Expansions which are less than the required setback:

_____ square feet _____ volume

D. Percentage (%) Increase of Floor Area and Volume of Actual and Proposed Expansions since Jan. 1, 1989 which are less than the required setback: _____ % **(%Increase = (B+C/A x 100)**

SECTION 7: Narrative Please attach separate sheets for this information.

- a) Describe in detail the purpose of the proposed activity and project, including the reason it is located in the Shoreland Zone.
- b) Describe the specific project including all land clearing, proposed activities, and proposed structures, and the relationship if any, to existing clearing, activities, and structures.
- c) Describe how the project and activity will be designed to minimize adverse impacts on the Shoreland Zone.
- d) List and attach copies of any issued permits or other applications for local, state, or federal permits that are pending or planned.

SECTION 8: Exhibits

Please attach the following exhibits to this application form and submit to the Town Clerk:

- 1. Map of property showing street names and location in town
- 2. Portion of Tax Map showing the property lines and names of adjacent property owners
- 3. Flood Plain Map (*if applicable*)
- 4. Survey (*if one exists*)
- 5. Easements/Covenants (*if applicable*)
- 6. Other permits — any related town, state, or federal permits (e.g. prior building or plumbing permits; Department of Transportation driveway permit; Natural Resources Protection Act permit, Army Corps of Engineers permit, etc.)
- 7. **Site plan(s)** drawn to scale, showing:
 - a. property boundaries
 - b. all wetlands and water bodies
 - c. outline the Shoreland Zone extending from those wetlands and water bodies (*note: setback distances typically must be determined in the field by certified specialists, and must be measured horizontally.*)
 - d. outline the Resource Protection Districts extending from wetlands and water bodies
 - e. any areas of special flood hazard, Zone A, as identified by the Federal Emergency Management Agency
 - f. the location of any state or federally listed rare, threatened, or endangered species (*note: for more information, Contact Greg LeClair, Inland Fisheries and Wildlife Municipal Planning Biologist, 207-441-4167 or gregory.leclair@maine.gov*)
 - g. location of all existing and proposed structures
 - h. location of other proposed activities
 - i. access roads and driveway
 - j. any other roads or right of ways
 - k. setbacks from property boundaries
 - l. any existing wells, septic systems, and utilities
 - m. areas to be cleared, filled, or graded
- 8. **Soil Erosion and Sediment Control Plan:** For all projects involving filling, grading or other soil disturbance, you must provide a soil erosion control plan describing measures to be taken to stabilize disturbed areas before, during and after construction. *Contact the Code Enforcement Officer or Town Office for Erosion Control information.*
- 9. **Written narrative** addressing the requirements listed in Section 6(a), 6(b), 6(c), and 6(d)
- 10. **Agent authorization letter(s)**

ATTESTATION:

TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION ON THIS APPLICATION IS TRUE, CORRECT, AND COMPLETE.

DATE: _____ NAME PRINTED: _____

SIGNATURE OF OWNER: _____

DATE: _____ NAME PRINTED: _____

APPLICANT / AGENT SIGNATURE: _____

DATE: _____ NAME PRINTED: _____

ADD'L APPLICANT / AGENT SIGNATURE: _____

(If additional agents, make space for their names, the date, and signatures below.)

APPLICATION INSTRUCTIONS AND SHORELAND ZONING INFORMATION:

The Whitefield Shoreland Zoning Ordinance is available to view on the Town website, <https://townofwhitefield.com/> look under the GOVERNMENT tab, then open POLICIES AND ORDINANCES, and scroll down to the Shoreland Zoning Ordinance. You can also see a copy at the Town Office.

Activities occurring in or adjacent to any freshwater wetland, great pond, river, stream or brook that operate in such a manner that material or soil may wash into them must obtain a permit from the Maine Department of Environmental Protection (DEP) under the **Natural Resources Protection Act**. These activities include:

- A. Dredging, bulldozing, removing or displacing soil, sand, vegetation or other materials;
- B. Draining or otherwise de-watering;
- C. Filling, including adding sand to a sand dune; or
- D. Any construction or alteration of any permanent structure.

Contact The Maine DEP Land Bureau for assistance in obtaining any needed State permits at 207-287-7688; 800-452-1942.

A description of the Maine Shoreland Zoning Program prepared by the Maine Department of Environmental Protection is available on the Town website and at the Town Office, and also at <https://www.maine.gov/dep/land/slz/ip-shore.html>

Submit your completed application with all exhibits to the Town Clerk with the required fee. The fee schedule may be found on the town website <https://townofwhitefield.com/> Government – Policies & Ordinances – Scroll to Permit Fees set by Select Board.

Depending on the proposed activity or project, applicants are advised to consult with the Code Enforcement Officer or state and federal officials to determine if additional permits (including a Flood Hazard Development Permit, a Plumbing Permit, and/or a Subdivision and Site Plan Review Permit) issued by the Town of Whitefield may be required.

The Planning Board welcomes applicants to come to a regular Planning Board meeting to discuss their projects prior to submitting an application. This pre-application process allows the informal discussion of the proposed project and helps determine what application information will be needed. Contact the Town Office at 207-549-5175 to request a spot on the meeting agenda.

Copies of the Whitefield Shoreland Zoning Map and Tax Maps may be found on the Town website <https://townofwhitefield.com/>

The Shoreland Zoning map shows only the general extent of the Shoreland Zones, and actual setbacks must be determined for your property.

THANKS FOR TAKING THE TIME TO PREPARE A COMPLETE APPLICATION

You will be contacted if additional information is required.