

Smithfield Shore Land Zoning Application

926 VILLAGE ROAD, SMITHFIELD, ME 04978

PHONE: 362-4772 Fax: 362-5650 E-Mail: townoffice@smithfieldmaine.us

WEBSITE: www.smithfieldmaine.us

Code Enforcement Officer-Andy Marble

207-362-4772

Email: smithfieldceo@gmail.com

Planning Board Members

Jo-Anne Bushey, Member	Erik Rasmussen, Chair	Vacant, Alternate
David Kincaid, Member	Harold Buzzell, Member	
David Merry Jr., Member	Jodie Mosher Towle-Alternate	

Next Meeting Date: *WEDNESDAY*, _____, at _____ *PM*

Applications due:

(Two weeks prior to meeting date) *WEDNESDAY*, _____.

ATTENTION APPLICANTS' IMPORTANT INFORMATION:

- **Application Fee will be determined by the following: all applications excluding seasonal docks will be charged a \$75.00 fee.** Structures more than 1,000 square feet of lot coverage will be charged an additional \$15.00 for each 1,000 square feet or fraction thereof over the initial 1,000'. Development more than 10,000 square feet will be charged a refundable review fee of no less than \$1,000.00 and placed in escrow by the town. This fee shall be for the exclusive purpose of retaining technical or professional expertise to assist the Planning board in review of the application. If any portion of the review fee is not expended for this purpose, it shall be returned to the applicant within 30 days following issuance of the decision.
After the fact Shore Land Zoning Applications will be charged a fee of \$125.00
- The Planning Board meets the **second Wednesday of each month** to review completed written applications for permits for construction in the Shore Land Zones and for all Commercial Businesses, Mobile Home Parks, and/or Subdivision Developments. Applications must be submitted **two weeks prior to the meeting date.**
- Accessory structures, seasonal docks, some repairs, or timber activity may only need Code Enforcement approval rather than a full board review. **Contacting the Code Enforcement Officer is required to apply to the Planning Board** to schedule a pre-construction/activity inspection at a mutually convenient time to assess setback distances and other ordinance requirements. This is often necessary prior to board decisions regarding structures that are currently located less than 100 feet from the high-water mark.
- Due to limited time, the Planning Board will not review or discuss additional applications or unexpected inquiries after the agenda has been established. These requests will be deferred until the next meeting.
- Code Enforcement Officer and/or the Planning Board must receive a separate form in writing for each inquiry or application for construction for review. **No verbal inquiries are accepted.** Applicants should review the Smithfield Ordinances to assure that their

Smithfield Shore Land Zoning Application

plans conform to all applicable requirements. Copies are available at the Town Office for purchase.

- Lot Owners should be present during the Planning Board meeting to answer any questions pertaining to this application. If owners or their representatives are not present and the board is unable to make a clear determination, the application may be tabled until the next regular meeting.

Applicant/Owner Information

1. Application Date: _____
 2. Tax Map #: _____ Tax Lot #: _____
 3. Water Body: _____
(North Pond, East Pond, Serpentine, or Other)
 4. Property Street Address: _____
 5. Past Permit(s) & Dates: _____
 6. Are any of the existing structures Commercial? No___ Yes___ type of Business & Date of Permit _____
 7. Which Shoreland Zone is your property located in? (Please circle only one below):
Resource Protection Limited Residential/Recreational
Stream Protection Limited Residential/Recreational Commercial
 8. Owner(s) Name: _____
 9. Address if different from above:

 10. Phone#-Day: _____ Phone#-Eve: _____
 11. E-Mail Address (optional): _____
 12. Applicant(s) Name if different from above:

 13. Address: _____
 14. Phone#-Day: _____ Phone#-Eve: _____
 15. E-Mail Address (optional): _____
 16. Brief Description of Project: _____
-

Smithfield Shore Land Zoning Application

Describe Your Lot

17. Total Lot Size: _____ sq. ft.
18. **SHORELAND LOT SIZE** (Size of lot within 250' of resource): _____ sq. ft.
19. Type of Access Road: _____
20. Road Frontage: _____ ft.
21. Length of Shore Frontage: _____ ft.

22. **Please list all EXISTING non-vegetated areas** Not Applicable

(non-vegetated areas are those areas that have no vegetation such as structures, asphalt, gravel, parking areas, driveways, roofs, roads, platforms, patios, or pavers)

(Area Description)	(Size in ft ²)	(Waterbody setback)
<u>Principal structure</u> _____	_____ft ²	Distance from Water _____ft.
<u>Garage</u> _____	_____ft ²	Distance from Water _____ft.
<u>Driveway</u> _____	_____ft ²	Distance from Water _____ft.
<u>Parking Area</u> _____	_____ft ²	Distance from Water _____ft.
<u>Other (describe)</u> _____	_____ft ²	Distance from Water _____ft.
<u>Other (describe)</u> _____	_____ft ²	Distance from Water _____ft.
<u>Other (describe)</u> _____	_____ft ²	Distance from Water _____ft.

- 23 Total square footage of all **EXISTING** non-vegetated areas = _____ sq. ft.
- 24 Square footage of **EXISTING after** removal of any unvegetated areas = _____ sq. ft.

25. **Please list all new PROPOSED non-vegetated areas**

(Area Description)	(Size in ft ²)	(Waterbody setback)
_____	_____ft ²	Distance from Water _____ft.
_____	_____ft ²	Distance from Water _____ft.

- 26 Total square footage of all new **PROPOSED** non-vegetated areas = _____ sq. ft.
27. **EXISTING** square footage plus **PROPOSED** square footage = _____ **TOTAL sq. ft.**
[add square footage from question 24 to square footage from question 26]
28. **TOTAL SQUARE FOOTAGE** divided by **SHORELAND LOT SIZE** = 0. _____ or _____ %
(answer from question 27 divided by the answer to question 18)

Smithfield Shore Land Zoning Application

29. Do you have a dock? Yes / No If yes please give dimensions and draw it on the sketch
(Page 8): _____

30. Circle the use of your existing structures: Year-Round Seasonal

31. Circle Existing Type of Foundation:

Post Frost Walls Full Basement Slab Other _____

32. Height of existing structure (from average grade on downhill side to peak): _____ ft.

33. Describe Type of Septic and number of bedrooms it supports _____

34. Existing Permitted Septic System soil test design attached. If design is not attached,
please identify why: (only systems prior to 1973 do not have designs)

Please Describe your PROPOSED Structure/Use/Construction

(A separate application is needed for each structure)

35. Circle proposed structure/use: Year-Round or Seasonal

36. Circle one of the following: Alteration Addition New Construction Other _____

37. Briefly describe proposed structure or use:

38. Circle proposed foundation: Posts Frost Wall Full Basement Slab Other _____

39. Height of proposed structure (from average grade on downhill side to peak): _____ ft.

40. Total number of bedrooms in new structure: _____

41. Distance from Normal High-Water Mark: _____ ft.

42. What will be your proposed Shore Path width? _____ Ft

43. Describe any Proposed Septic System:

Smithfield Shore Land Zoning Application

Not Applicable_____

44. The following section must be completed:

Existing Structures within 100' setback of waterbody

Structure _____	Expanded since January 1989?	Height _____ Ft.	Size of *Footprint* Between		
	(if yes, use pre-expansion Footprint Size) YES / NO		0'-25' _____ Ft ²	25'-75' _____ Ft ²	75'-100' _____ Ft ²
_____	YES / NO	_____ Ft.	_____ Ft ²	_____ Ft ²	_____ Ft ²
_____	YES / NO	_____ Ft.	_____ Ft ²	_____ Ft ²	_____ Ft ²
_____	YES / NO	_____ Ft.	_____ Ft ²	_____ Ft ²	_____ Ft ²
_____	YES / NO	_____ Ft.	_____ Ft ²	_____ Ft ²	_____ Ft ²
_____	YES / NO	_____ Ft.	_____ Ft ²	_____ Ft ²	_____ Ft ²
_____	YES / NO	_____ Ft.	_____ Ft ²	_____ Ft ²	_____ Ft ²
			0'-25'	25'-75'	75'-100'
45.	<u>Total Existing footprint in each setback</u>		_____ Ft ²	_____ Ft ²	_____ Ft ²

46. **Grand Total footprint for all Existing (add all setbacks together)** _____ Ft²

47. Proposed Structures/Expansions within 100' setback of waterbody

Structure/Expansion _____	Height _____ Ft.	Size of *Footprint* Between			
		0'-25' _____ Ft ²	25'-75' _____ Ft ²	75'-100' _____ Ft ²	
_____	_____ Ft.	_____ Ft ²	_____ Ft ²	_____ Ft ²	
_____	_____ Ft.	_____ Ft ²	_____ Ft ²	_____ Ft ²	
48	<u>Total Proposed</u>		_____ Ft ²	_____ Ft ²	_____ Ft ²
49	<u>Grand Total Proposed (add all setback together)</u>			_____ Ft ²	

50. **Total existing + Total proposed:** _____ Ft² _____ Ft² _____ Ft²

51. **Percentage of footprint increase** = _____ X 100 = _____ %
 [answer to Question 49 divided by answer to Question 46]

52. Is the structure to be expanded a **principal** structure or **accessory** structure? (circle one)

53. Setback from High Water Mark to proposed peak of roof _____ ft.

Smithfield Shore Land Zoning Application

54. Other Proposed Shore Land Activity: (circle & describe below) Not Applicable

Agricultural Campground(s) Cut/fill Commercial uses
Home occupations Individual campsite(s) Mineral explorations
Parking areas Roads Driveways Signs Timber harvesting
All other activities not listed please describe below.

COMPLETE THE REQUIRED ATTACHED SITE PLAN

The undersigned is applying for a permit to build, alter, or improve existing structures or grounds as stated above and as depicted and described on attachments. To the best of my knowledge, all information submitted on this application and attachments are true and correct. No changes to this proposal may be made without approval from the appropriate authority (PB, CEO, AB, ETC.).

NOTE:

- A properly completed application will be processed in accordance with Section 16: Administration, sub-sections C, D, & E, pages 23 & 24 of the Smithfield Shore Land Zoning Ordinance.
- If the proposed use/construction is a non-conforming structure (within 100' of the normal high-water mark) a photo of the location is required.
- All applications are subject to an on-site inspection.

Owners Signature(s) _____ Date _____

Owners Printed Name(s) _____

OFFICE USE ONLY

PERMIT # _____	
Approved _____ (Ordinance#/Page#)	Disapproved _____ (Ordinance#/Page#)
Pending _____	CEO _____ (Signature & Date)
Planning Board Chair _____ (Signature & Date)	
DEP Notification Advised: Yes No	
DEP Permit by Rule # & Date (if required) _____	