

# Smithfield Shore Land Zoning Application

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## Planning Board Members

Erik Rasmussen, Chair  
David Kincaid, Member  
David Merry Jr., Member

Ed Glasheen, Member  
Jo-Anne Bushey, Member

Michelle Taylor, Alternate  
Jodie Mosher Towle-Alternate

Next Meeting Date: **WEDNESDAY**, \_\_\_\_\_, at 6:00 PM or 7:00 PM

**November thru April 6:00 pm and May thru October 7:00 pm**

### Applications due:

(Two weeks prior to meeting date) **WEDNESDAY**, \_\_\_\_\_

### ATTENTION APPLICANTS' IMPORTANT INFORMATION:

- **Application Fee will be determined by the following: \$.75 per square foot (\$75.00 minimum fee).** This does not include seasonal docks. This fee shall be for the exclusive purpose of retaining technical or professional expertise to assist the Planning board in review of the application. **After the fact Shore Land Zoning Applications will be charged a DOUBLE PERMIT FEE**
- 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 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.

# Smithfield Shore Land Zoning Application

Fee Paid \_\_\_\_\_ Received \_\_\_\_\_

## 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 <sup>2</sup> )	(Waterbody setback)
<u>Principal structure</u> _____	_____ ft <sup>2</sup>	Distance from Water _____ ft.
<u>Garage</u> _____	_____ ft <sup>2</sup>	Distance from Water _____ ft.
<u>Driveway</u> _____	_____ ft <sup>2</sup>	Distance from Water _____ ft.
<u>Parking Area</u> _____	_____ ft <sup>2</sup>	Distance from Water _____ ft.
<u>Other (describe)</u> _____	_____ ft <sup>2</sup>	Distance from Water _____ ft.
<u>Other (describe)</u> _____	_____ ft <sup>2</sup>	Distance from Water _____ ft.
<u>Other (describe)</u> _____	_____ ft <sup>2</sup>	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 <sup>2</sup> )	(Waterbody setback)
_____	_____ ft <sup>2</sup>	Distance from Water _____ ft.
_____	_____ ft <sup>2</sup>	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 \_\_\_\_\_ %

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(answer from question 27 divided by the answer to question 18)

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)

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### 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. Circle proposed foundation: Posts   Frost Wall   Full Basement   Slab   Other \_\_\_\_\_

38. Height of proposed structure (from average grade on downhill side to peak): \_\_\_\_\_ ft.

39. Total number of bedrooms in new structure: \_\_\_\_\_

40. Distance from Normal High-Water Mark: \_\_\_\_\_ ft.

41. What will be your proposed Shore Path width? \_\_\_\_\_ Ft

42. Describe any Proposed Septic System:

\_\_\_\_\_

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# Smithfield Shore Land Zoning Application

Not Applicable \_\_\_\_\_

43. **Existing Structures within 100' setback of waterbody**

Structure	Expanded since January 1989? <small>(if yes, use pre-expansion Footprint Size)</small>	Height	Size of *Footprint* Between			
	<u>YES / NO</u>		0'-25'	25'-75'	75'-100'	
			Ft.	Ft <sup>2</sup>	Ft <sup>2</sup>	Ft <sup>2</sup>
	<u>YES / NO</u>		Ft.	Ft <sup>2</sup>	Ft <sup>2</sup>	Ft <sup>2</sup>
	<u>YES / NO</u>		Ft.	Ft <sup>2</sup>	Ft <sup>2</sup>	Ft <sup>2</sup>
	<u>YES / NO</u>		Ft.	Ft <sup>2</sup>	Ft <sup>2</sup>	Ft <sup>2</sup>
	<u>YES / NO</u>		Ft.	Ft <sup>2</sup>	Ft <sup>2</sup>	Ft <sup>2</sup>
	<u>YES / NO</u>		Ft.	Ft <sup>2</sup>	Ft <sup>2</sup>	Ft <sup>2</sup>

**0'-25'**                      **25'-75'**                      **75'-100'**  
 44. **Total Existing footprint in each setback**                                 Ft<sup>2</sup>                                 Ft<sup>2</sup>                                 Ft<sup>2</sup>

45. **Grand Total footprint for all Existing (add all setbacks together)**                                 Ft<sup>2</sup>

46. **Proposed Structures/Expansions within 100' setback of waterbody**

Structure/Expansion	Height	Size of *Footprint* Between			
		0'-25'	25'-75'	75'-100'	
	Ft.	Ft <sup>2</sup>	Ft <sup>2</sup>	Ft <sup>2</sup>	Ft <sup>2</sup>
	Ft.	Ft <sup>2</sup>	Ft <sup>2</sup>	Ft <sup>2</sup>	Ft <sup>2</sup>
	Ft.	Ft <sup>2</sup>	Ft <sup>2</sup>	Ft <sup>2</sup>	Ft <sup>2</sup>

47. **Total Proposed**                                 Ft<sup>2</sup>                                 Ft<sup>2</sup>                                 Ft<sup>2</sup>

48. **Grand Total Proposed (add all setback together)**                                 Ft<sup>2</sup>

49. **Total existing + Total proposed:**                                 Ft<sup>2</sup>                                 Ft<sup>2</sup>                                 Ft<sup>2</sup>

50. **Percentage of footprint increase** = \_\_\_\_\_ X 100 = \_\_\_\_\_ %  
 [answer to Question 48 divided by answer to Question 45]

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

52. Setback from High Water Mark to proposed peak of roof \_\_\_\_\_ ft.

# Smithfield Shore Land Zoning Application

53. 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.

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## Complete applications must include the following:

Office Use
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

1. Proof of Right, Title, or Interest (RTI) for the property (deed, etc.)
  - a. If the applicant does not have "RTI", please include a letter of consent from someone who does.
2. A detailed Site Plan Sketch (please see instructions below)
3. A Detailed Floor Plan Sketch (if applicable)
4. An erosion control plan (for soil disturbance projects within the shoreland zone)  
Must include contractors DEP certification number
5. If Planning Board approval is required, please return the original application along with seven (7) copies.

6. Photo(s) of the building site prior to construction (for shoreland zone only)

### Site plan sketch should be an aerial view of the property and include the following:

- All structures, including decks, porches, patios, and outbuildings (measurements are helpful)
- All un-vegetated areas such as driveways and walkways
- Septic system and well location
- All setback distances from property boundaries, roads, streets, right of ways, and waterbodies
- All road frontage and shore frontage
- All wetlands and waterbodies
- Setbacks from flood elevations (if applicable)
- For construction within 100' of a resource, please show the 25', 75', and 100' setback distances from the water.

# Smithfield Shore Land Zoning Application

## **Building Permits do not include Plumbing or Septic permits!**

- Permits shall expire one year from the date of issuance if a substantial start is not made in construction or the use of the property during that period. If a substantial start is made within one year of the issuance of the permit, the applicant shall have one additional year to complete the project, at which time the permit will expire.
  
- I certify that all the information given in this application is accurate. All proposed uses and work shall be in conformance with this application and the Ordinances and Regulations of the Town of Smithfield. I further agree to future inspections by the Code Enforcement officer at reasonable hours.  
No changes to this proposal may be made without approval from the appropriate authority (PB, CEO, AB, ETC.)
  
- A properly completed application will be processed in accordance with Section 16: Administration, sub-sections C, D, & E, of the Smithfield Shore Land Zoning Ordinance.

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) _____	