

Town of SHAPLEIGH
Application for the Best Practical Location of a Non-Conforming Structure ()
OR Applicability of Basic Performance Standards ()

This application MUST BE Completed AND Signed by Applicant & Owner and have all applicable information attached. *Review the completed application with the Code Enforcement Officer prior to submission.* The completed application must be given to the Land Use Secretary at the Town Hall Office by the **Wednesday prior to the scheduled Planning Board meeting you wish to attend in order to be added to the agenda, as well as mailing a copy to all board members 7 days prior to the meeting (see page 4).** **If received after the deadline, or if not mailed to members, no action will be taken until the next regularly scheduled Planning Board meeting.** Planning Board meetings are held the 2nd and 4th Tuesday of every month unless posted otherwise.

1. Applicants Name: _____ Phone Number _____
Mailing Address: _____ Town _____ State ____ Zip _____
Email Address: _____
2. Property Owner (if other than Applicant):
Name: _____ Phone Number _____
Mailing Address: _____ Town _____ State ____ Zip _____
Email Address: _____
3. Address or location of property (describe or indicate on a map) _____
Tax Map # _____ Lot # _____
4. Property is zoned as: _____
5. Existing use of Property: _____
6. Is the Property part of a Subdivision? Yes _____ No _____
7. Type of sewage disposal: Existing _____ Proposed _____
8. Percentage of lot to be occupied by structures: _____ %
9. Lot Width: _____ Lot Depth: _____ Lot Proposed: _____
10. Please provide a detailed description of the project (use another piece of paper if needed): _____

11. Approximate amount of Soil to be moved or disturbed (if applicable): _____ (yards)
12. Have you checked with other State agencies to make certain you don't need additional permits?
Yes or No

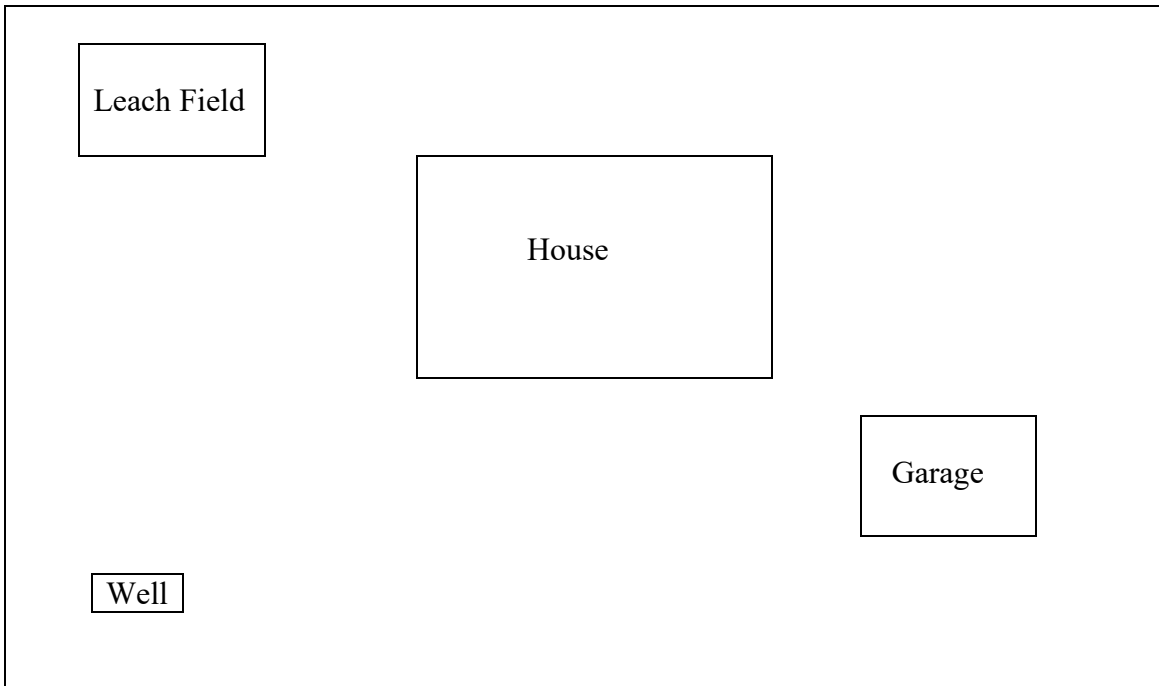
Include the following ATTACHMENTS (A hard copy of all attachments must be provided):

1. **Application Fee:** **\$250**

2. **SITE PLAN:** Illustrate the following information about your lot and the proposed use of the lot on a scale drawing or by a site plan prepared by a surveyor, architect, or engineer.
 - a) Lot Dimensions
 - b) Name of abutting property owners, name and location of abutting rights of ways, (public or private) and abutting water body.
 - c) Exact location of existing and proposed buildings and distance of each from nearest lot line.
 - d) Location of sewage disposal system and water supply (well).
 - e) Areas to be cleared, if applicable.
 - f) Area of cut, fill, grading or other applicable earth moving activity.

EXAMPLE:

Main Street



3. **Attach a copy of any official decisions** (or note pending applications) of other Federal, State, or local agencies regarding the use of this property. (Site location permit, DEP permit - including Permit by Rule, Maine DOT entrance permit for a new business or new lot on a State road, minimum lot size waiver, subdivision approval, etc.)

4. **Photographic record requirement.** If this application is for a project taking place within the *Shoreland District*, you must provide preconstruction photographs at the time of application, and post construction photographs no later than 20 days after completion of the development. See §105-3.E

5. **Full Survey Requirement.** A nonconforming structure being reviewed by the Planning Board shall require a full survey be provided at the time of application. Retaining walls shall be exempt from a *full* survey.

ATTACHMENTS continued.

- 6. **Revegetation Plan.** A revegetation plan **must be provided** for all areas disturbed by the planned project. See §105-51.3 ‘Revegetation requirements’.
- 7. **Attach on a separate sheet of paper, any other supplemental information,** or explain any points you feel need clarification.
- 8. **Attach a copy of a State approved Subsurface Wastewater Disposal System** for the property. *If no State approved system, you must acquire a State approved septic design.*
- 9. **List of property abutters.** Attach on a separate sheet of paper, a list of all abutters to your property within 500 feet, including Map and Lot number. (This information can be obtained at the town hall during regular office hours, or go to www.Shapleigh.net, front page – Property Info, next go to GIS Maps on Line, search by name or property information.)
- 10. If anyone other than the property owner will be presenting the application and plans to the board, **you must provide a letter or email from the property owner stating you have permission to act on his/her behalf at the meeting.** The board will not review your application without this information.

 Please make an appointment with the Code Enforcement Officer prior to Planning Board review. The CEO will go over what the Zoning Requirements are for your permit, review your completed application and he will answer questions you may have. He can be reached at 207-636-2839, x3, or his cell at 207-432-1023.

The undersigned applies for a “Review of setbacks to a Non-Conforming Structure” or “Expanded Uses of Land and/or Buildings” for the following use; said permit to be issued based on the information contained within this application.

I _____ hereby attest that all information submitted on this
 (Please print)

application is true and correct.

Applicant(s) Signature: _____ **Date:** _____
 _____ **Date:** _____

Property Owner(s) Signature: _____ **Date:** _____
 _____ **Date:** _____

Note: The Planning Board meeting is held on the 2nd and 4th Tuesday of each month unless otherwise posted. Your application will take a minimum of two meetings to review and process.

Hours: Planning Board Meets at 7:00 p.m. for Regular Meeting; Public Hearings are held at 6:30 pm.

Please mail a hard copy of your application and all supplemental material to each Planning Board member and Code Enforcement Officer (7) seven days prior to the scheduled planning board meeting; otherwise, your application will not be reviewed until the next scheduled meeting. !! Hard copies of all material are required to be mailed, electronic copies are not accepted.
Thank you.

Shapleigh Planning Board Members

- | | | |
|--|--------------|---------------------|
| 1. Roger Allaire – Chairman | 324-7079 (H) | |
| 1579 Walnut Hill Road | 651-9600 (C) | |
| Shapleigh, ME 04076 | | |
| | | |
| 2. Stephen Foglio, Jr. – Vice Chairman | | 3. Madge Baker |
| 296 Emery Mills Road | | 59 Cross Road |
| Shapleigh, ME 04076 | | Shapleigh, ME 04076 |
| | | |
| 4. Margaret Moody | | 5. Roland Legere |
| P.O. Box 271 | | P.O. Box 336 |
| Springvale, ME 04083 | | Shapleigh, ME 04076 |
| | | |
| 6. Ann Harris | | 7. Norman Baker |
| Ann Harris Insurance Agency | | 15 Directors Lane |
| 925 Main Street | | Shapleigh, ME 04076 |
| Waterboro, ME 04087 | | |

Mail a copy of application and supplemental materials for the Code Enforcement Officer to:
Code Enforcement Office
Town of Shapleigh
P.O. Box 26
Shapleigh, ME 04076

Original Application with Attachments, along with Application Fee go to:

Barbara Felong – Land Use Secretary	636-2839, x4
C/o Town of Shapleigh	
P.O. Box 26	(22 Back Road)
Shapleigh, ME 04076	
planningboard@shapleigh.net	

These can be mailed or brought to the Town Hall. They need to be received by the Secretary the **Wednesday before the meeting you wish to attend.**

The following do not need a copy mailed, but this is contact information should info from these departments be required.

Road Commissioners

John Burnell (North)	793-4353 (H)	Jeffrey Goodwin (South)	207-432-0566
P.O. Box 402	432-1757 (C)	102 Walnut Hill Road	
Shapleigh, ME 04076		Shapleigh, ME 04076	

Fire Chief – Shapleigh Fire Dept.

Steve Guillemette	207-432-4388
44 Marc Drive	
Sanford, ME 04073	

Check List for Submissions to the Planning Board for a Best Practical Location Application

These are typical items reviewed for your application. Not all items here may apply, depending on your situation. *Also, this check list may not be all inclusive.* Use this as a guideline when submitting material for review. Speak with the Code Enforcement Officer if you have any questions.

<u>Submitted</u>	<u>N/A</u>	<u>Requirement</u>
_____	_____	Signed Best Possible Location Application Form
_____	_____	Filing Fee Paid
_____	_____	Name, current address of applicant, and owner if not the same
_____	_____	Individual, telephone number and email address.
_____	_____	Physical Address of Property
_____	_____	Assessor’s Map and Lot
_____	_____	Zoning District
_____	_____	Documentation of any deed restrictions.
_____	_____	List of abutting properties within 500 feet.
_____	_____	Sketch of the proposed use’s location on property, including acreage of the property, frontage, setback distances for existing and proposed structures from the streets, sidelines and water bodies.
_____	_____	Full survey of the property if application is for the best practical location of a non-conforming structure (required).
_____	_____	Soils map, flood hazard map.
_____	_____	Location of proposed utilities and drainage structures.
_____	_____	Location of paved parking, signs, lighting, fences.
_____	_____	Documentation of sanitary waste disposal system.
_____	_____	Documentation of water supply.
_____	_____	Designs of proposed paved areas, fences and drainage structures.
_____	_____	Description of any clearing of land.
_____	_____	Description of provisions for disposal of all wastewater and solid waste.
_____	_____	Description of any wildlife habitat that might be impacted.
_____	_____	Description of percentage of lot currently occupied by structures(s).
_____	_____	Description of construction or enlargement of foundation.
_____	_____	Date of damage to nonconforming structure. _____
_____	_____	Percent damage to nonconforming structure. _____
_____	_____	Landscape and buffering plan / revegetation plan are required for all projects.
_____	_____	Erosion and sedimentation control plan.
_____	_____	Stormwater management plan.
_____	_____	Preconstruction photographs of the area development site are required for all projects.
_____	_____	Performance guarantee for large project(s).