

Town of SHAPLEIGH

Application for the Change of Use of an Approved Planning Board Permit

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 then be given to the Land Use Secretary at the Town Hall Office **by noon on 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 proposed change (use another piece of paper if needed):

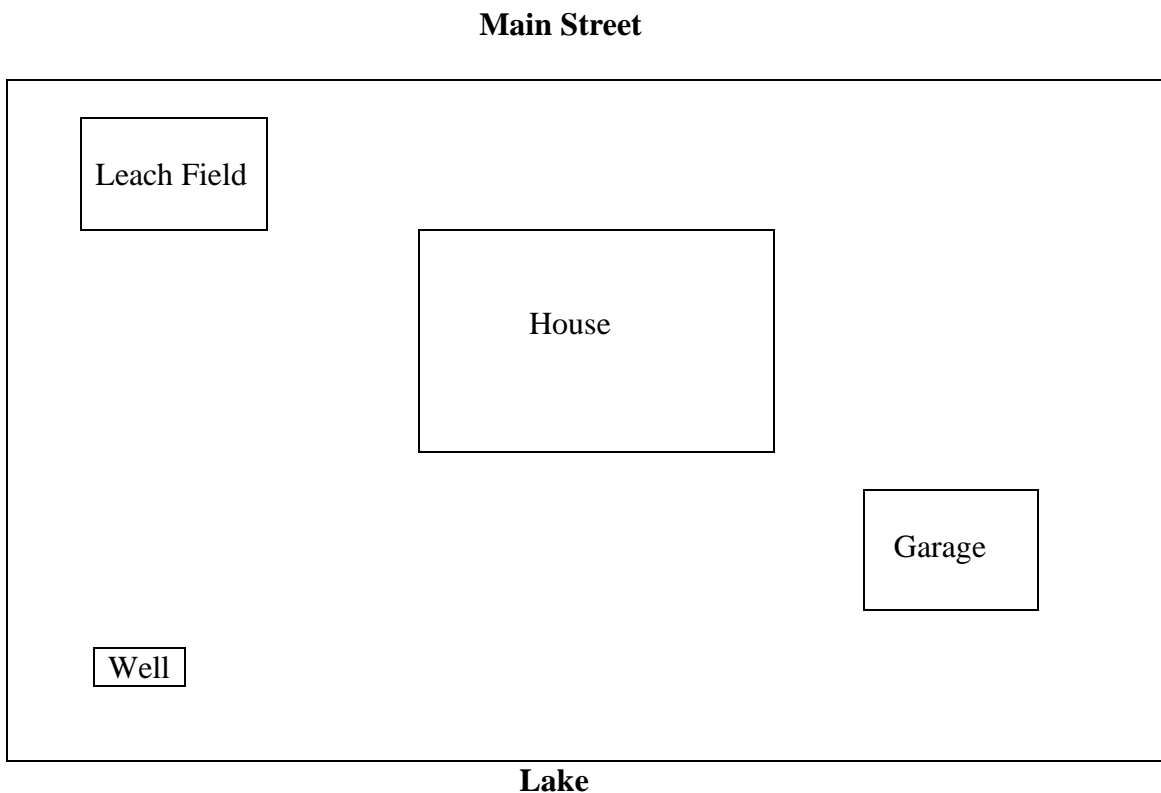
11. Approximate amount of Soil to be moved or disturbed (if applicable): _____ (yards)
12. Estimated Construction Cost \$ _____
13. Have you checked with other State agencies to make certain you don't need additional permits?
Yes or No

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:



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. **Revegetation Plan.** A revegetation plan **must be provided** for all areas disturbed by the planned project.

5. **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. §105-3.E

ATTACHMENTS continued

6. **Attach on a separate sheet of paper, any other supplemental information**, or explain any points you feel need clarification.
7. **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.
8. **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.)
9. 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, 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 Change of Use of an Approved Planning Board Permit for the proposed 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

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|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 1. Steve Foglio – <i>Chairman</i> 207.432.0718
296 Emery Mills Road
Shapleigh, ME 04076 | 2. Ann Harris, Vice Chairman
Ann Harris Insurance Agency
925 Main Street, Waterboro, ME 04087 |
| 3. Margaret Moody
P.O. Box 271
Springvale, ME 04083 | 4. Thomas Clement
38 Back Road
Shapleigh, ME 04076 |
| 5. Norman Baker
15 Directors Lane
Shapleigh, ME 04076 | 6. David Lemaire, <i>alternate</i>
141 Indian Village Road
Shapleigh, ME 04076 |
| 7. Penny Theriault, <i>alternate</i>
P.O. Box 62
Shapleigh, ME 04076 | |

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 C/o Town of Shapleigh P.O. Box 26 Shapleigh, ME 04076 planningboard@shapleigh.net	636-2839, x4 (22 Back Road)
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These can be mailed or brought to the Town Hall. They need to be received by the Secretary **by noon on 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

Darren Rogers (North) 207-793-8416 P.O. Box 185 Shapleigh, ME 04076	Jeffrey Goodwin (South) 207-432-0566 102 Walnut Hill Road Shapleigh, ME 04076
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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 Change of Use 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 Change of Use Permit Form
_____	_____	*Filing Fee Paid
_____	_____	*Name, current mailing 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.
_____	_____	Sketch plan depicting the existing location of the retaining wall to be replaced shall be provided by a licensed surveyor prior to approval.
_____	_____	Soils map, flood hazard map.
_____	_____	Location of proposed utilities and drainage structures.
_____	_____	Location of proposed 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 project in detail.
_____	_____	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.
_____	_____	Provide site distance information for entrance/exit from the site.
_____	_____	Provide information as to how you will mitigate possible noise, dust, fumes, gases, odors, & glare, and the safe storage of hazardous and/or explosive materials as warranted.
_____	_____	*Landscape and buffering plan / revegetation plan are required for all projects that disturb any earth.
_____	_____	Erosion and sedimentation control plan.
_____	_____	Stormwater management plan.
_____	_____	Preconstruction photographs of the area development site are <i>required for all projects taking place within the Shoreland District</i> , and post construction.
_____	_____	Performance guarantee for large project(s).

*Always required.