

<b>Address:</b>	Porter Town Office	<b>Hours:</b>	Tuesday	9 AM – 6 PM
	Code Enforcement Officer		Wednesday	9 AM – 3 PM
	71 Main Street		Thursday	9 AM – 3 PM
	Porter, Maine 04068		Friday	9 AM – 6 PM
	207-625-8344 (phone)		1 <sup>st</sup> Sat Each Month	9 AM – 12 PM
	207-625-4120 (fax)			

Building Inspector:	Ronald Deshaies	207-625-8458
Plumbing Inspector:	Stephen Sanborn	207-625-4465

The application form must be submitted with the **\$50.00 application fee made payable to: Town of Porter**

If your Land Use Permit application requires Planning Board review, the Code Enforcement Officer will forward your application to the Planning Board. Applications ***must be received by the first of the month*** in order to be eligible to be considered at the next Planning Board meeting.

Refer to Article 6 (VI) of the Porter Land Use Ordinance for specific information on the application process.  
<http://www.portermaine.org/planning-board.html> (Available online or may be picked up at Town Hall)

**NOTE:** This process will require a ***minimum of two (2) months*** from filing to completion, and may be extended due to incomplete information or complexities that require supplemental consulting services.

**Tips to help the process along:**

- Although all are important and need to be considered and reviewed, please pay special attention when considering ***Sight Distance (4A), Noise (4G), Parking (4H), and Access (4L)***.
- Include the Plumbing Inspection Report (mandatory), and a Water Test Report (if providing water to the public or employees). Find a certified laboratory here: <http://www.informe.org/hetl/>
- To avoid leaving blank sections which will extend the Planning Board review period, please ask questions at the Town Hall prior to submitting the application (***Very Important, specifically Pages 7 and 8 – Article IV!***).
- Accurate dimensions written on Question #9 and the submitted sketch from any old or new building and driveway to the property lot lines and to the centerline of roadway (***Very important and be careful!***).

If you have questions about filling out the application form, call the Code Enforcement Officer, Ronald Deshaies, 207-625-8458, or visit Porter Town Office.

1. **APPLICANT:** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Date Received \_\_\_\_\_

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

For Office Use Only

EMAIL: \_\_\_\_\_

PHONE #: (\_\_\_\_)\_\_\_\_-\_\_\_\_

2. **PROPERTY OWNER** (*If different from applicant above*): \_\_\_\_\_☐ Check Box if address is the same as #1 and skip to #3

MAILING ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE #: (\_\_\_\_)\_\_\_\_-\_\_\_\_

3. Name of **Land Surveyor, Engineer or others** (*if assisting in preparing plan, else skip to #4*): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE #: (\_\_\_\_)\_\_\_\_-\_\_\_\_ **REGISTRATION NUMBER:** \_\_\_\_\_4. **PHYSICAL ADDRESS OF PROPERTY:** ☐ Check Box if address is the same as #1, then SKIP to #55. What **legal interest** does the applicant have in the property? Please attach copy.☐ Ownership (deed)\* ☐ Purchase and Sales Agreement ☐ Other (please specify) \_\_\_\_\_

\*Procure deed at the Registry of Deeds (Fryeburg, ME) **OR** if property purchased after 1982, the following website can be used: <https://www.searchiqs.com/meoxw/Login.aspx>

6. **TAX MAP**\_\_\_\_, **LOT**\_\_\_\_ (*Refer to the Tax Maps in the Town Office*)7. **THE PROPERTY IS IN THE FOLLOWING DISTRICT(S)**

(Refer to the Porter Zoning Map in the Town Office or <http://www.portermaine.org/planning-board.html> and check ALL that apply):

☐ GENERAL DEVELOPMENT ☐ VILLAGE ☐ RURAL☐ SHORELAND ZONES (Select all that apply if lot partially or fully extends into any of these boundaries):☐ Shoreland Limited Residential\* ☐ Resource Protection\* ☐ Stream Protection

\* If *Shoreland Limited Residential* or *Resource Protection* are checked above, please answer the following questions A through D.

Note: One of more of the following resources may be required to complete these questions.

**ASSISTING RESOURCES:**

Flood Insurance Rate Map: Available at <https://msc.fema.gov/portal/search> or the Town Office

Freshwater Wetlands Maps: Available at <http://www.fws.gov/wetlands/Data/Mapper.html> or the Town Office

Porter Zoning Map: Available at <http://www.portermaine.org/planning-board.html> or the Town Office

- A. Does the parcel include any water bodies or wetlands? ☐ Yes ☐ No
- B. Is any portion of the property within 250 feet of the high water mark of a pond or river? ☐ Yes ☐ No  
(View Freshwater Wetlands Maps or Porter Zoning Map)
- C. Is any portion of the property in a floodplain district? ☐ Yes ☐ No  
(Go to <https://msc.fema.gov/portal/search>. Enter address, click search & choose save map.)
- D. Is any portion of the property within 500 feet of the Ossipee River Boundaries? ☐ Yes\* ☐ No  
(Go to <https://msc.fema.gov/portal/search>. Enter address, click search & choose interactive map. Use the "measure" feature located in the top right hand corner of the page)

\*If YES, please contact the Saco River Corridor Commission before continuing - <http://srcc-maine.org/regulations/forms/>, else continue to question #8

**8. WHAT IS THE CURRENT USE OF THE PROPERTY?**

- ☐ Vacant Land
- ☐ Residential (Type) - ☐ One-family ☐ Two-Family ☐ Multi-family
- ☐ Commercial - Light/Heavy (Specify) \_\_\_\_\_
- ☐ Industrial – Light/Heavy (Specify) \_\_\_\_\_
- ☐ Home Occupation – Minor/Major (Specify) \_\_\_\_\_
- ☐ Other ( Specify) \_\_\_\_\_

8a. IS THE **CURRENT USE:** CONFORMING \_\_\_\_\_, NON-CONFORMING \_\_\_\_\_  
(Per the Performance Standards in Articles 4 and 5 (VI & V) of the Land Use Ordinance?)

**If Non-Conforming, see Article II, Non-Conforming Situations, of the Land Use Ordinance. Additional submissions may be required.**

8b. **WHAT WERE PAST KNOWN USES OF THE PROPERTY? (Please answer – Deed Search may be required-Procure at the Registry of Deeds (Fryeburg, ME), or see the Town Office for past Application approvals for the specified Lot listed on #6 )**  
Has any portion of the property been part of:

- a.) Prior approved subdivision(s) ☐ Yes ☐ No ☐ Unknown
- b.) Any other divisions in the past five years? ☐ Yes ☐ No ☐ Unknown
- c.) Other known uses: \_\_\_\_\_

**9. LOT and (Proposed or Existing) BUILDING DIMENSIONS – (Include on Sketch)**

**\*Refer to the Setback definitions in the Land Use Ordinance - Article III - 3.2- Zoning 30-A M.S.R.A§4353 (measure from the centerlines of roadway or lot boundaries)**

Lot Area (SF or ACRE) \_\_\_\_\_

Lot Width (Feet) \_\_\_\_\_

Road Frontage (Feet) \_\_\_\_\_

Water Frontage (Feet) \_\_\_\_\_

Front Yard Setback (Feet) \_\_\_\_\_

Rear Yard Setback (Feet) \_\_\_\_\_

Right Side Yard Setback (Feet) \_\_\_\_\_

Left Side Yard Setback (Feet) \_\_\_\_\_

10. Based on the required lot size, road frontage, and set-back requirements in Article III - 3.2 Dimensional Standards of the Land Use Ordinance the:

LOT is: ☐ CONFORMING ☐ NON-CONFORMING

STRUCTURE is: ☐ CONFORMING ☐ NON-CONFORMING

11. WHAT IS THE **PROPOSED USE OF THE PROPERTY**? Please note whether any new structures or alterations to existing structures will be involved. (*Check boxes below that apply*)

- ☐ Residential - Multi-family \_\_\_\_\_
- ☐ Commercial - High Impact/Low Impact (Specify) \_\_\_\_\_
- ☐ Industrial – High Impact/Low Impact (Specify) \_\_\_\_\_
- ☐ Home Occupation – Minor/Major (Specify) \_\_\_\_\_
- ☐ Other (List one of the **Article V** Use Types, if applicable) \_\_\_\_\_

12. A Land Use Permit **CANNOT** be issued without:

- a.) A valid subsurface waste water permit application, including a site evaluation approved by the Plumbing Inspector, *in writing*, for all **NEW or REPLACEMENT** systems. The Permit/Site Evaluation Report from the Plumbing Inspector **must be attached**.

OR

- b.) The submission of written notification from the Plumbing Inspector that the **EXISTING** system is adequate for the proposed use. Plumbing Inspector Written Notification **must be attached**.

13. **SKETCH PLAN DRAWN TO SCALE**

On the attached graph paper, please provide the following information:

(a) The **shape, size, and location of:**

1. The lot for which the application is made.
2. Any existing structures on the lot.
3. Any proposed structures or additions to existing structures.
4. "Other" Article V additional setbacks from Question #11.

(b) Indicate by **name the road or street** on which the lot has frontage.

(c) Indicate **the scale used**. For example, one block equals 10 feet.

The sketch plan can be hand drawn. See page 6 for a sample sketch plan (Grid Paper is provided on the last page of the application).

14. Submit information as appropriate, to clearly indicate that the proposed land use or activity will conform to all applicable provisions of Article IV (General Requirements) and Article V (Specific Activities and Land Uses) of the Porter Land Use Ordinance.

The Findings of Fact Worksheet attached will assist you in being specific as to how you plan to meet the performance standards (*listed above*). **Worksheet must be completed in its entirety and submitted with application. Failure to do so will result in delayed processing of your application.**

To the best of my knowledge, all the information in the application is complete and correct.

\_\_\_\_\_  
Signature of owner/applicant

\_\_\_\_\_  
Date

**ASSISTING CHECKLIST:**

Please check that all of the following have been completed and included with your application before submitting to the Town Office.

YES ☐ \$50.00 (Cash or check made payable to "Town of Porter")

YES ☐ Plumbing Inspection Report – one of the following must be submitted

- subsurface waste water permit application
- written notification from plumbing inspector stating existing system is adequate

**Note: verbal notification is not acceptable**

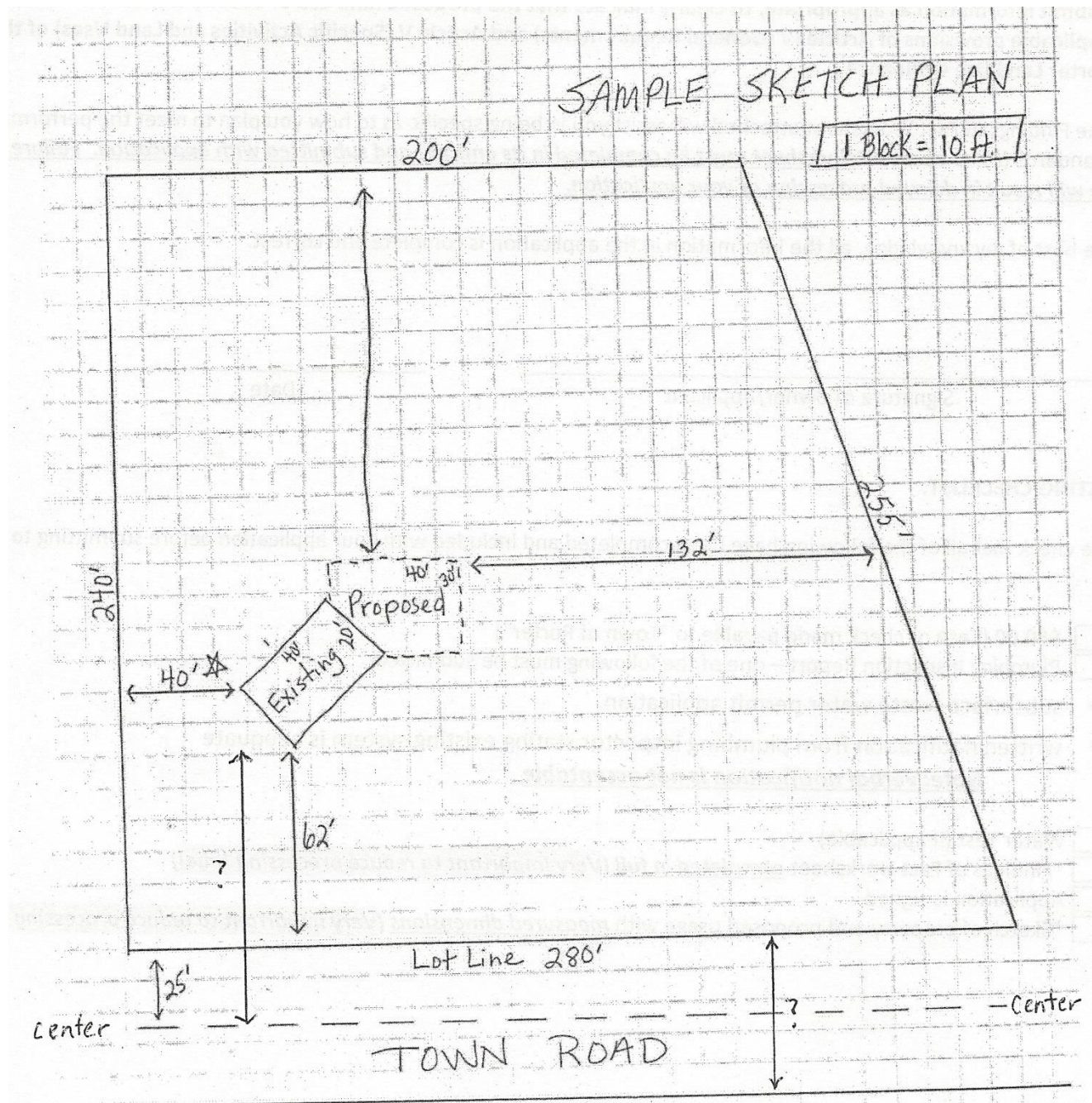
YES ☐ Water Test (if applicable)

YES ☐ Findings of Fact worksheet **completed in full (Very Important to reduce processing time!)**

YES ☐ Application is signed

YES ☐ Sketch of property and proposed usage with **measured dimensions (Very important to reduce processing time!)**





## FINDINGS OF FACT WORKSHEET

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Article IV. Performance Standards (Non-Zoning 30-A M.S.R.A§4353) - General Requirements**

Review the general requirements listed below. Check Conforming or Non-Conforming for each. If a particular requirement does not apply to your situation, please check the N/A box. **Note: You MUST explain each section on the line below as to why the specific performance is Conforming, N/A, or Non-conforming.** Attach additional pages as necessary.

**4A. Access Control and Traffic Impacts** ☐ N/A ☐ Conforming ☐ Non-conforming

(Note: 450 feet of sight each way from the driveway is "Conforming" at "unposted" roadways)

Reason(s) for checking N/A or Non-Conforming based on 'actual' road surface conditions (width of roadway & shoulders), topography/slope (alignment & grade), traffic volume (ADT), and distance to intersections: \_\_\_\_\_

**4B. Clearing of Vegetation for Development in a Shoreland Zone** ☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4C. Dust, Fumes, Vapors, and Gases** ☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4D. Explosive Materials** ☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4E. Light & Glare** ☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4F. Land Uses and Activities in the Resource Protection District and All Shoreland Areas** ☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4G. Noise (7 AM-9 PM 55Db / 9 PM – 7 AM 35Db)** ☐ N/A ☐ Conforming ☐ Non-conforming

(Note: Maintenance is excluded, 15 Min at 65 Db/45 Db Day/Night, respectively, is acceptable)

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4H. Off-Street Parking and Loading Requirements** ☐ N/A ☐ Conforming ☐ Non-conforming

(Note: Parking needs based on intended use is required)

Reason(s) for checking N/A or Non-conforming based on all reasonable alternatives and practical locations: \_\_\_\_\_

**4I. Preservation of Landscape (Refer to 4N for Buffering)** ☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4J. Refuse Disposal**☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4K. Relation of Proposed Building to Environment**☐ N/A ☐ Conforming ☐ Non-conforming*(Note: Building(s) architecture & style)*

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4L. Roads and Driveways** *(Note slopes, setbacks, and drainage)*☐ N/A ☐ Conforming ☐ Non-conformingReason(s) for checking N/A or Non-Conforming based on *reviewing all reasonable alternatives and practical locations*:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**4M. Sanitary Standards**☐ N/A ☐ Conforming ☐ Non-conforming*(You MUST include the Plumbing Inspector Report)*

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4N. Setbacks & Screening**☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4O. Signs** *(Note: Sizes, Quantity, Locations, Heights, Frequency of Use)*☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4P. Solar Consideration** *(Note Setbacks of Installations)*☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4Q. Soils and Soil Erosion Control** *(During Construction)*☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4R. Storm Water Run-Off** *(Completed Project)*☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4S. Water Quality Protection**☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4T. Water Supply**☐ N/A ☐ Conforming ☐ Non-conforming*(Public or Employee Use **REQUIRES** a Test Report of the Water)*

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4U. Other Regulations That Apply**☐ Will Conform ☐ Will NOT conform**4V. Preservation of Historic and Archaeological Resources**☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

**4W. Essential Services in the Shoreland Zone**☐ N/A ☐ Conforming ☐ Non-conforming

Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_



**Article V. Performance Standards (*Non-Zoning 30-A M.S.R.A§4353*) - Specific Activities and Land Uses**

*Check sections that apply. Attach additional pages as needed for findings of fact.*

- ☐ No Article V Specific Performance Activities Apply (NOTE: ***All Article 4 performance items are still required***)
- ☐ 5.1 Accessory Buildings (*Note: Be Aware of Needed Set-Backs*)
- ☐ 5.2 Adult Businesses
- ☐ 5.3 Agriculture (*Note: Pay attention to setbacks for grazing*)
- ☐ 5.4 Animal Husbandry - (*Note: Pay attention to setbacks for shelter, food, manure, grazing*)
- ☐ 5.5 Automobile Graveyards and Junkyards
- ☐ 5.6 Bed & Breakfast (*parking, sanitary, room size, fire inspections and fire Alarm devices, etc*)
- ☐ 5.7 Boarding Houses
- ☐ 5.8 Campgrounds
- ☐ 5.9 Cluster Developments
- ☐ 5.10 Garage and Yard Sales
- ☐ 5.11 Ground Water and/or Spring Water Extraction and/or Storage (*Note: For greater than 1000 Gallons per Day*)
- ☐ 5.12 Special and/or Hazardous Waste Facilities I
- ☐ 5.13 Home Occupations
- ☐ 5.14 Hotels
- ☐ 5.15 Individual Private Campsites
- ☐ 5.16 Kennels and Veterinary Hospitals
- ☐ 5.17 Modular Housing and Mobile Homes (*Note: Shake-Clapboard siding selection*)
- ☐ 5.18 Mineral Exploration and Extraction
- ☐ 5.19 Minor Earthmoving Activities (*>=10 CY, >10,000 SF, > 1FT Elevation Change*)
- ☐ 5.20 Mobile Home Parks
- ☐ 5.21 Multifamily Dwelling Units
- ☐ 5.22 Piers, Docks, Wharves, Breakwaters, Causeways, Marinas, Bridges over 20 feet in length, and Uses Projecting in Water Bodies.
- ☐ 5.23 Recreational Facility
- ☐ 5.24 Renting Rooms and Apartments
- ☐ 5.25 Restaurants (*Examples: Diner, Bakery, Deli, etc.*)
- ☐ 5.26 Civic, Social Service Uses, Churches, and Not-for-Profit Clubs
- ☐ 5.27 Timber Harvesting within the Shoreland Zone
- ☐ 5.28 Tire Storage and Disposal
- ☐ 5.29 Motorized Vehicle Racing Facilities
- ☐ 5.30 (*Commercial*) Wireless Communication Facilities and Towers
- ☐ 5.31 High Impact Commercial and High Impact Industrial

Graph paper to be used for Property Sketch – see #13.

