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|-----------------|------------------------------------|---------------|--------------------------------|--------------|
| Address: | Porter Town Office | Hours: | Tuesday | 9 AM – 6 PM |
| | <i>Code Enforcement Officer</i> | | Wed/Thurs | 9 AM – 3 PM |
| | 71 Main Street Porter, Maine 04068 | | Friday | 9 AM – 6 PM |
| | 207-625-8344 (phone) | | 1 st 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 **application fee made payable to: Town of Porter**

Rural and General Development Districts/Zones - **\$50**

Village, Limited Residential, and Shoreland Districts/Zones - **\$75**

Small Cell Antennas - # of units multiplied by the fee based on District or Zone (*above*), annual re-permitting is req'd

Subdivisions (Major/Minor/Revision) – *See Subdivision Regulations*

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 and reviewed by the CEO 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*** (or 3 Meetings, whichever is longer) 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/het/>**
- **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!***).**
- **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 right-of-way (***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 write to the Porter Town Office care of the Porter Planning Board.

1. APPLICANT: _____

MAILING ADDRESS: _____

EMAIL: _____ PHONE #: (_____) _____ - _____

| |
|--|
| Date Received _____ Fee Paid _____ For Office Use Only |
|--|

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: _____ STATE Registered in _____

4. PHYSICAL ADDRESS OF PROPERTY: Check Box if address is the same as #1, then SKIP to #5

5. 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 WITHIN 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

Note: One of more of the following assisting resources may be required to complete the following questions A through D:

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

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(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 or within 1000 feet of the Ossipee River Floodplain?

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 (Three-Family) Subdivision (Minor or Major)
- 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 (IV & 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(s) and (Proposed or Existing) DIMENSIONS of BUILDING(s) – (Include on Sketch, provide dimensions for each lot/structure)

Refer to the Setback definitions in the Land Use Ordinance - Article III (measure from the centerlines of roadway or lot boundaries, see CEO for R.O.W's for the specific location or road)

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 for EACH parcel, the:

LOT(s) is/are: CONFORMING NON-CONFORMING *(Specify lots when there are more than one)*
 STRUCTURE (s) is/are: CONFORMING NON-CONFORMING *(Specify lots when there are more than one)*

NOTE: *If multiple lots are intended for the proposed use, please specify each lot and indicate conformance or non-conformance for the lot and structure of each parcel.*

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 (Type) - One-family Two-Family Multi-family (Three-Family) Subdivision (Minor or Major)

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

- (a) The **shape, size, and location of**:
 1. The lot(s) for which the application is made,
 2. Any existing structures on the lot(s) *with setbacks shown*,
 3. Any proposed structures or additions to existing structures *with setbacks shown*,
 4. Existing and proposed septic fields (show existing setbacks),
 5. Existing and proposed fuel storage with setbacks shown (*please note whether above ground or below ground*), and
 6. "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, if used**. For example, one block equals 10 feet.

The sketch can be hand drawn. (A sample sketch plan and grid Paper are provided at the end of this application).

14. Submit information as appropriate, to clearly indicate that the proposed land use or activity will conform to all applicable provisions of the Porter Land Use Ordinance.

NOTE: The Article IV and Article V checklists below will assist you in being specific as to how you plan to meet the performance standards. Leaving the worksheet incomplete will result in delayed processing of your application.

Review the **Article IV** 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 N/A, or Non-conforming.** Attach additional pages as necessary.

4A. Access Control and Traffic Impacts* N/A Conforming Non-conforming
 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. Off-Street Parking and Loading Requirements* (Parking based on intended use is required) N/A Conforming Non-conforming
 Reason(s) for checking N/A or Non-conforming based on all reasonable alternatives and practical locations: _____

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4C. Roads and Driveways* (Note slopes, setbacks, and drainage) N/A Conforming Non-conforming

Reason(s) for checking N/A or Non-Conforming based on *all reasonable alternatives and practical locations*: _____

4D. Light & Glare N/A Conforming Non-conforming

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

4E. Noise N/A Conforming Non-conforming

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

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

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

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

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

4H. Sanitary Standards* (You *MUST* include the Plumbing Inspector Report) N/A Conforming Non-conforming

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

4I. Dust, Fumes, Vapors, and Gases N/A Conforming Non-conforming

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

4J. Explosive Materials N/A Conforming Non-conforming

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

4K. Landscape Buffers & Screening N/A Conforming Non-conforming

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

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

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

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

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

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

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

4O. Other Regulations That Apply* Will Conform Will NOT conform

(e.g. Subdivision Regulations/Bldg Codes/State Approvals)

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

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

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

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

4R. Preservation of Historic and Archaeological Resources* N/A Conforming Non-conforming

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

4S. 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: _____

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

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

4U. Essential Services in the Shoreland Zone*

N/A Conforming Non-conforming

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

4V. Hazard Trees, Storm-Damaged Trees, and Dead Tree Removal within Shoreland*

N/A Conforming Non-conforming

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

4W. Revegetation Requirements within Shoreland*

N/A Conforming Non-conforming

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

4X. Exemptions to Clearing and Vegetation Removal Requirements within Shoreland*

N/A Conforming Non-conforming

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

* Asterisks indicates there is partial overlap within the Subdivision Regulation Review

Review the Article V specific uses listed below. Check all that apply.

NO Article V Specific Performance Activities Apply (NOTE: All Article II, III, and IV dimensional and performance items are still required)

Cluster Developments and Minor or Major Subdivisions require a Land Use Application Permit AND a Subdivision Application.

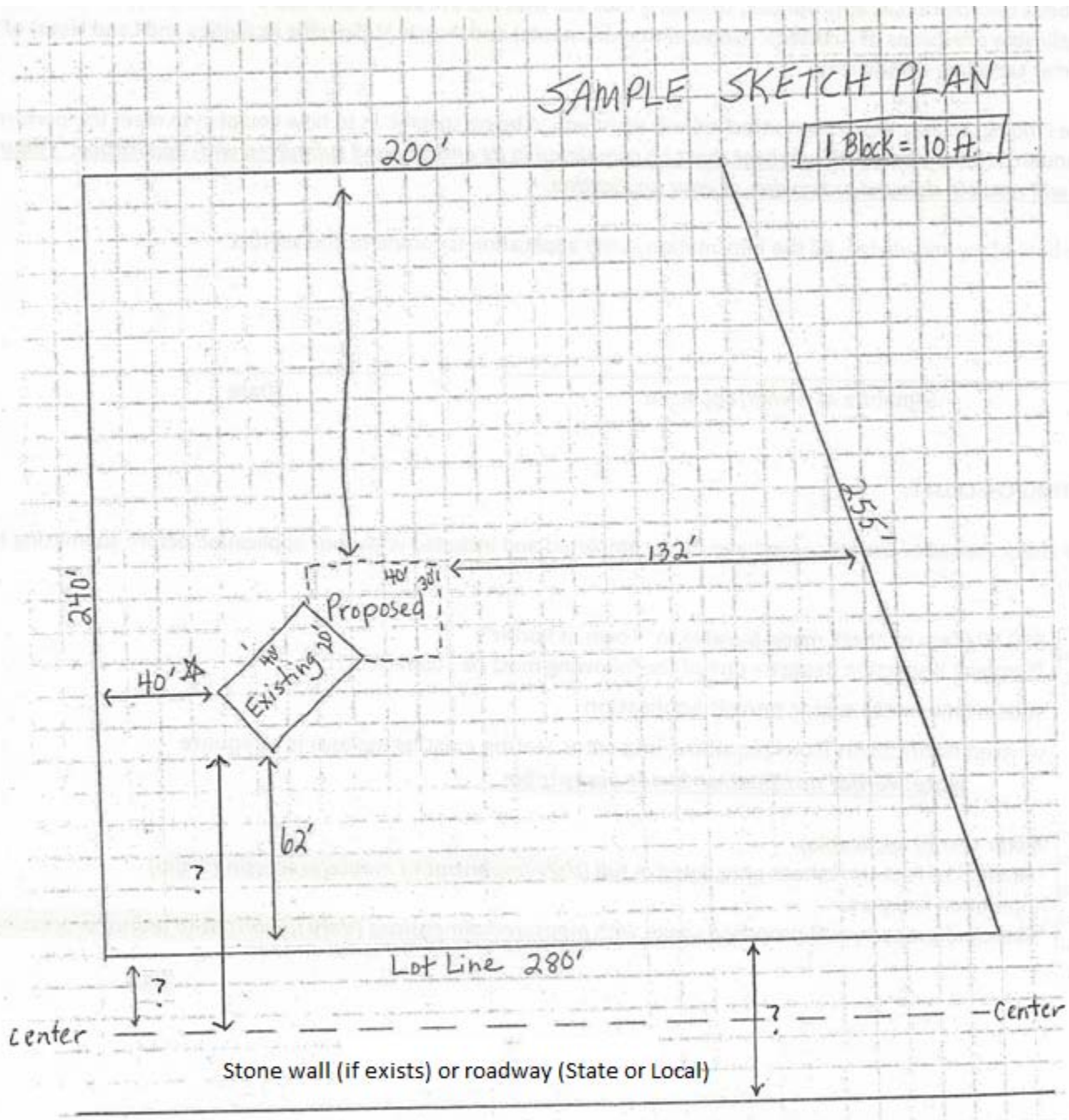
- 5.1 - Adult Businesses
- 5.2 - Agriculture
- 5.3 - Animal Husbandry (>30 AEU or 300 AFO/CAFO)
- 5.4 - Automobile Graveyards and Junkyards
- 5.5 - Bed & Breakfast, Boarding, or Renting Rooms
- 5.6 - Campgrounds
- 5.7 - Civic, Social Service Uses, Churches, and Not-for-Profit Clubs
- 5.8 - Garage and Yard Sales
- 5.9 - Ground Water and/or Spring Water Extraction and/or Storage (Note: For greater than 1000 Gallons per Day)
- 5.10 - High Impact Uses
- 5.11 - Hotels/Motels/Inns
- 5.12 - Individual Private Campsites
- 5.13 - Kennels and Veterinary Hospitals
- 5.14 - Mineral Exploration and Extraction
- 5.15 - Minor Earthmoving Activities
- 5.16 - Mobile Home Parks
- 5.17 - Modular Housing and Mobile Homes
- 5.18 - Motorized Vehicle Racing Facilities
- 5.19 - Multifamily Dwelling Units
- 5.20 - Piers, Docks, Wharves, Breakwaters, Causeways, Marinas, Bridges, and Other Structures and Uses Extending Over or Below the Normal High-Water Line of a Water Body or Within a Wetland , and Shoreland Stabilization
- 5.21 - Renting Apartments
- 5.22 - Restaurants
- 5.23 - Special and/or Hazardous Waste Facilities
- 5.24 - Tire Storage and Disposal
- 5.25 - Timber Harvesting within the Shoreland Zone
- 5.26 - Wireless Communication Facilities, Towers, and Antennas

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

Signature of owner/applicant (required): _____ Date (required): _____

ASSISTING CHECKLIST (Very important to reduce processing time!):

- Application Fee Paid Written Plumbing Inspection Report Provided (verbal notification is not acceptable)
- Water Test Provided (if applicable) Findings of Fact Worksheet Completed Application is signed
- Sketch of property and proposed use with measured dimensions Form filled out completely



Show dimension if building is not parallel to boundary. *

To determine front setback, measure from the center of roadway (or stone walls if they exist) to the proposed or existing structure. Contact the Code enforcement Officer for correct street width and road right of way for the lot in question. Town right-of-ways vary, but they are typically 49'-6" in total width. State roads also vary and may have right-of-ways up to 100 feet in total width.

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

