Address: Porter Town Office  
 71 Main Street  Porter, Maine 04068  
207-625-8344 (phone)  
207-625-4120 (fax)  

Hours:  
Code Enforcement Officer  
Tuesday  9 AM – 6 PM  
Wed/Thurs  9 AM – 3 PM  
Friday  9 AM – 6 PM  
1st Sat Each Month  9 AM – 12 PM  

CEO/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 third Tuesday 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 likely require a minimum of two (2) months from filing to completion, and may be extended due to incomplete information or complexities that require supplemental information and/or 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 (4E), Parking (4B), and Access (4C).  
- Include the Plumbing Inspection Report (mandatory)  
- To avoid leaving blank sections which will extend the Planning Board review period, please contact the CEO with questions 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/Building Inspector, Ronald Deshaies, 207-625-8458, or write to the Porter Planning Board care of the Town Office.
1. APPLICANT: ____________________________________________________

MAILING ADDRESS: _______________________________________________

________________________________________________________________

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: ____________________ 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 below:

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
C. Is any portion of the property in a floodplain district?  
☐ Yes  ☐ No  

(Go to [https://msc.fema.gov/portal/search](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](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/](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) ___________________  Front Yard Setback (Feet) ___________________  
Lot Width (Feet) ___________________  Rear Yard Setback (Feet) ___________________  
Road Frontage (Feet) ___________________  Right Side Yard Setback (Feet) ___________________  
Water Frontage (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:________________________________________________________
<table>
<thead>
<tr>
<th>4C. Roads and Driveways* (Note slopes, setbacks, and drainage)</th>
<th>N/A ☐ Conforming ☐ Non-conforming</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason(s) for checking N/A or Non-Conforming based on all reasonable alternatives and practical locations:</td>
<td></td>
</tr>
<tr>
<td>4D. Light &amp; Glare</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4E. Noise</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4F. Refuse Disposal*</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4G. Water Quality Protection*</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4H. Sanitary Standards* (You MUST include the Plumbing Inspector Report)</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4I. Dust, Fumes, Vapors, and Gases</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4J. Explosive Materials</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4K. Landscape Buffers &amp; Screening</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4L. Soils and Soil Erosion Control* (During Construction)</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4M. Storm Water Run-Off* (Completed Project)</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4N. Water Supply* Public/Employee Use REQUIRES a Water Test Report before occupancy - Find a certified laboratory at: <a href="http://www.informe.org/hetl/">http://www.informe.org/hetl/</a></td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4O. Other Regulations That Apply* (e.g. Subdivision Regulations/Bldg Codes/State Approvals)</td>
<td>☐ Will Conform ☐ Will NOT conform</td>
</tr>
<tr>
<td>4P. Signs (Note: Sizes, Quantity, Locations, Heights, Frequency of Use)</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4Q. Solar Consideration (Note Setbacks of Installations)</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4R. Preservation of Historic and Archaeological Resources*</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4S. Land Uses &amp; Activities in the Resource Protection District &amp; All Shoreland Areas *</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
<tr>
<td>4T. Clearing of Vegetation for Development in a Shoreland Zone*</td>
<td>N/A ☐ Conforming ☐ Non-conforming</td>
</tr>
<tr>
<td>Reason(s) for checking N/A or Non-conforming:</td>
<td></td>
</tr>
</tbody>
</table>
4U. Essential Services in the Shoreland Zone*

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

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

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

4W. Revegetation Requirements within Shoreland*

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

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

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, & Other Structures & Uses Extending Over or Below the Normal High-Water Line of a Water Body or Within a Wetland, & 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)
☐ Findings of Fact Worksheet Completed  ☐ Application is signed  ☐ Form filled out completely
☐ Sketch of property and proposed use with measured dimensions
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.