

**LAND USE PERMIT APPLICATION TOWN OF PORTER, MAINE**

**REVISED May 2024**

**1. APPLICANT:**

MAILING ADDRESS:

EMAIL:

PHONE #:

Date Received _____
Fee Paid _____
Permit # _____
<i>For Office Use Only</i>

**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 #:

**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 **OR** if property purchased after 1982, the following website can be used:  
<https://www.searchiqs.com/meoxw/Login.aspx>*

**6. Tax MAP and LOT Designation:** \_\_\_\_\_

**7. THE PROPERTY IS WITHIN THE FOLLOWING DISTRICT(S) - (Check ALL that apply and review with the CEO):**

GENERAL DEVELOPMENT  VILLAGE  RURAL

Limited Residential\*  Resource Protection\*  Stream\*  Floodplain \*

(\*SHORELAND ZONES - Select all that apply if lot partially or fully extends into any of these boundaries)

- A. Does the parcel include any water bodies or wetlands?  Yes  No
- B. Is any portion of the property within 250 feet of the highwater mark of a pond or river?  Yes  No
- C. Is any portion of the property in a floodplain district?  Yes  No
- 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

*\*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/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, 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 right of way of a 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)

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

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

**DESCRIPTION OF PROPOSAL:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 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) Family Daycare \_\_\_\_\_
- 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, or 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** - 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, if needed)

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 N/A for each. If a particular requirement does not apply to your situation, please check the N/A box. ***Note: You should explain each section on the line below as to why the specific performance is N/A or will conform.*** Attach additional pages as necessary.

**4A. Access Control and Traffic Impacts\***  N/A  Will Conform  
 Describe reason(s) for checking N/A or Conforming based on 'actual' road surface conditions (*width of roadway & shoulders*), topography/slope (alignment & grade), traffic volume (ADT), and distance to intersections:

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**4B. Off-Street Parking and Loading Requirements\*** (*Parking based on intended use is required*)  N/A  Will Conform  
 Describe reason(s) for checking N/A or Conforming based on all reasonable alternatives and practical locations:

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**4C. Roads and Driveways\*** (*Note slopes, setbacks, and drainage*)  N/A  Will Conform  
 Describe reason(s) for checking N/A or Conforming based on *all reasonable alternatives and practical locations*:

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**4D. Light & Glare**  N/A  Will Conform  
 Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4E. Noise**  N/A  Will Conform  
 Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

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**4F. Refuse Disposal\***

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4G. Water Quality Protection\***

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4H. Sanitary Standards\* (You MUST include a Plumbing Inspector Report/Permit)**

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4I. Dust, Fumes, Vapors, and Gases**

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4J. Explosive Materials**

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4K. Landscape Buffers & Screening**

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4L. Soils and Soil Erosion Control\* (During Construction)**

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4M. Storm Water Run-Off\* (Completed Project)**

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4N. Water Supply\***

N/A  Will Conform

Public/Employee Use **REQUIRES** a Water Test Report before occupancy - Find a certified laboratory at:

[https://apps1.web.maine.gov/cgi-bin/WebShop/public/index?store\\_id=10/](https://apps1.web.maine.gov/cgi-bin/WebShop/public/index?store_id=10/)

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4O. Other Regulations That Apply\* (e.g. Subdivision, Local, State, Federal)**

Will Conform

**4P. Signs (Note: Sizes, Quantity, Locations, Heights, Frequency of Use)**

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4Q. Solar Consideration (Note Setbacks of Installations)**

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4R. Preservation of Historic and Archaeological Resources\***

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4S. Land Uses & Activities in the Resource Protection District & All Shoreland Areas \***

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4T. Clearing of Vegetation for Development in a Shoreland Zone\***

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4U. Essential Services in the Shoreland Zone\***

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

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

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

**4W. Revegetation Requirements within Shoreland\***

N/A  Will Conform

Describe reason(s) for checking N/A or Conforming: \_\_\_\_\_

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

N/A  Will Conform

Describe reason(s) for checking N/A or 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**)
- Land Use is under CEO-LPI Reviewing Authority
- \* 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, 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 Comm 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 Report or Permit Provided
- Findings of Fact Worksheet Completed  Application is signed  Form filled out completely
- Sketch of property and proposed use with **measured dimensions**

**INFORMATIONAL NOTES**

<b>Address:</b>	Porter Town Office	<b>Hours:</b>	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 <sup>st</sup> Sat Each Month	9 AM – 12 PM
	207-625-4120 (fax)			

**CEO/Plumbing Inspector:** [ceo@portermaine.org](mailto:ceo@portermaine.org) or (207)-256-4522

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

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

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

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

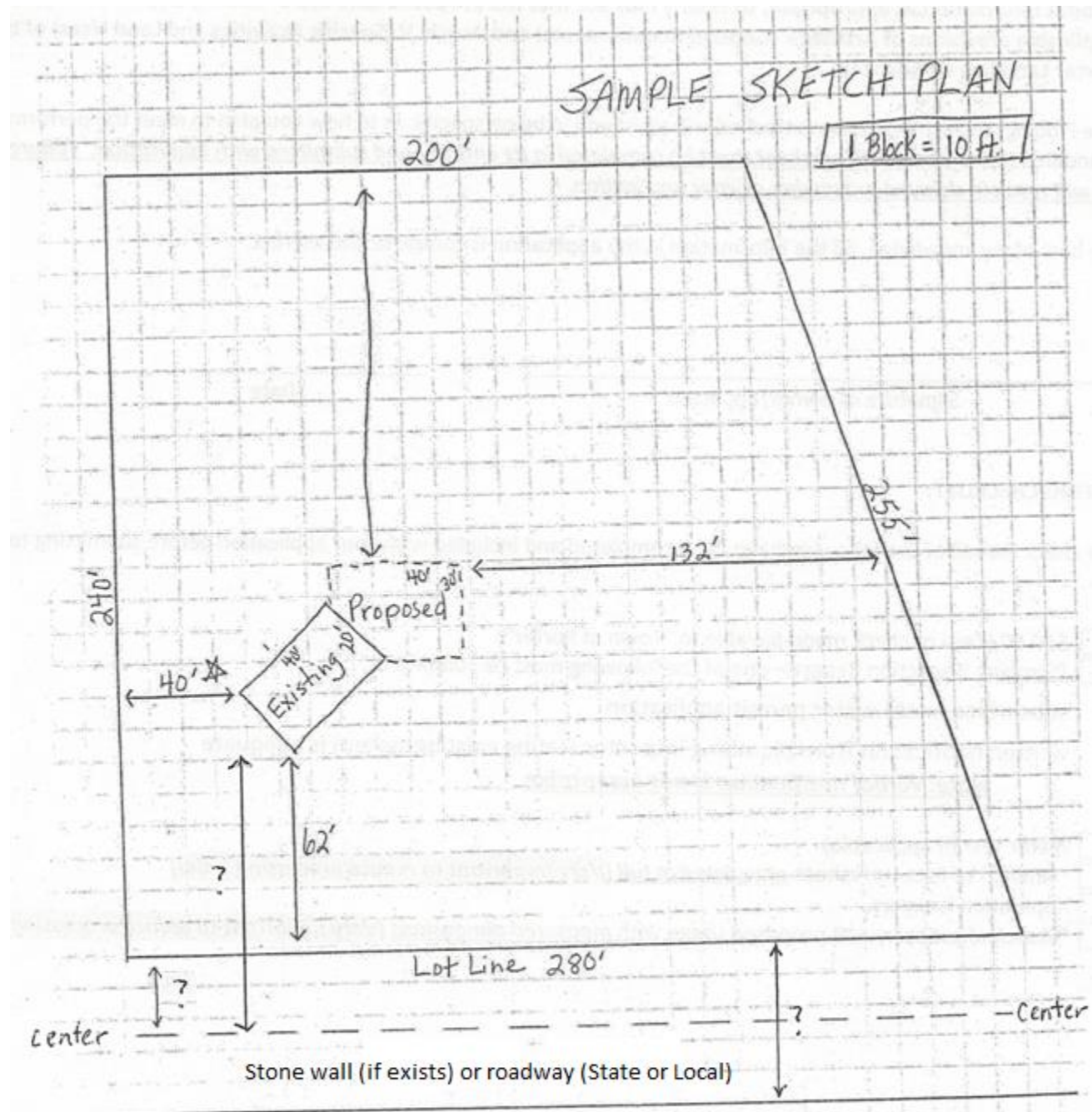
<https://portermaine.org/code-enforcement> (*Available online or may be picked up at Town Hall*)

**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 sections are important and need to be considered and reviewed, please pay special attention when considering Sight Distance & Access (4A & 4C), Parking (4B), and Buffering and Screening (4K).**
- **Include the Plumbing Inspector Report or Permit.**
- **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 Existing or Proposed Structures or Uses are found to “non-conforming”, provide written documentation that proposal is equally or more appropriate to the district than what exists, that there will be an overall reduction in adverse impacts, and that there will be no greater adverse impacts in Shoreland.**

If you have questions about filling out the application form, email or call the Code Enforcement Officer, or write to the Porter Planning Board care of the Town Office.



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 for Property Sketch use, if needed – see #13.

