

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

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

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

Date Received _____ Fee Paid _____ For Office Use Only
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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 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 or review with the CEO)

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 or review with the CEO):

GENERAL DEVELOPMENT  VILLAGE  RURAL

Limited Residential  Resource Protection  Stream (SHORELAND ZONES - Select all that apply if lot partially or fully extends into any of these boundaries)

**Note:** One of more of the following resources may be required to complete the 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

(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, 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. (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: \_\_\_\_\_

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 a Plumbing Inspector Report/Permit)  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\*  N/A  Conforming  Non-conforming  
Public/Employee Use **REQUIRES** a Water Test Report before occupancy - Find a certified laboratory at: <http://www.informe.org/het/>  
Reason(s) for checking N/A or Non-conforming: \_\_\_\_\_

4O. Other Regulations That Apply\* (e.g. Subdivision, Local, State, Federal)  Will Conform  Will NOT conform

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 & Activities in the Resource Protection District & 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, 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 Inspection 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
	Code Enforcement Officer		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, 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.

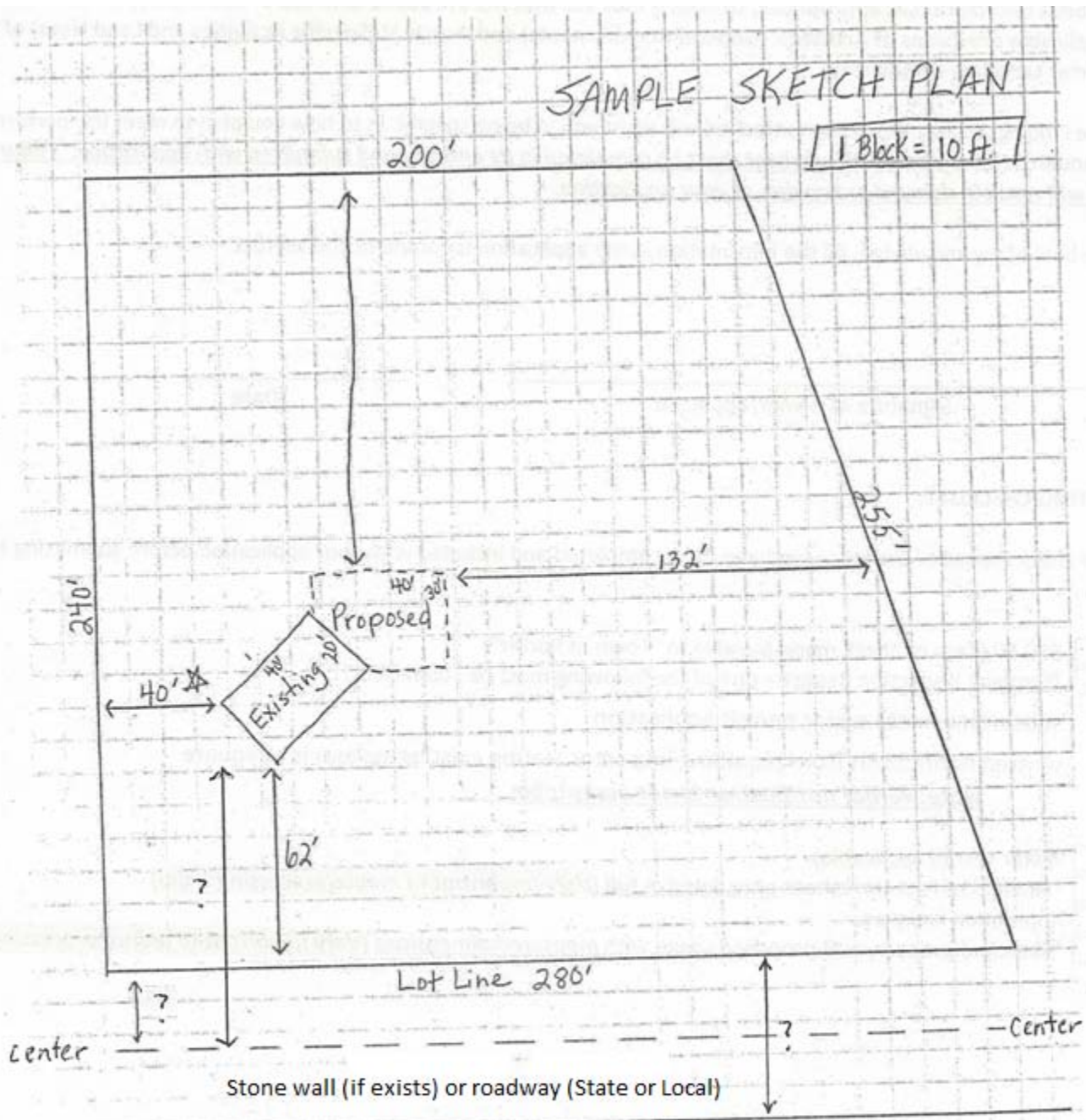
Refer to Article 6 (VI) of the Porter Land Use Ordinance for specific information on the application process.  
<http://www.portermaine.org/planning-board.html> (*Available online or may be picked up at Town Hall*)

**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 or Permit (*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 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/Building Inspector, 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 to be used for Property Sketch – see #13.

