

**BURNHAM LAND USE PERMIT APPLICATION
MEETING SCHEDULE: SECOND TUESDAY OF EACH MONTH**

Map # _____ Lot # _____ Permit # _____ Date _____

Every Applicant for a Land Use permit shall submit seven copies of this application to the Burnham Town Office at least seven days before the Planning Board Meeting. The Burnham Town Office can make copies for you at .10 cent a page.

The undersigned applies for a permit for the use proposed below and certifies that all information and attachments to this application are true and correct.

Permit applications need to be filled out completely with appropriate attachments.

A. Information about Applicant:

1. Name _____

2. Address _____

_____ Zip code _____ Phone _____

3. If Applicant does not own the property,

Name of owner _____

Address _____

_____ Zip Code _____ Phone _____

If the applicant does not own the property, the Planning Board will require written permission from the owner before a permit will be issued. Permission Form on page 5.

B. Information about property, Map# _____ Lot# _____ Book# _____ Page# _____

1. Address or location of property _____

Copy of tax map to be submitted with application.

2. Copy of Deed, Lease, Sales proposal/contract, or other written evidence of right title or Interest to be submitted with application.

3. Existing use of property _____ Seasonal Yes or No

4. Property is zoned as (select one district) Limited Residential District, Resource Protection District, Stream Protection District, or Limited Commercial District

5. Is property part of subdivision Yes or No

6. Size of property, Lot width _____ Lot depth _____ Lot area _____

7. Type of existing sewage disposal, if any _____

IF THIS IS A SEASONAL CONVERSION TO A YEAR AROUND RESIDENCE, OR AN INCREASE OF BEDROOMS, DOCUMENTATION MUST BE PROVIDED CONCERNING SEPTIC SYSTEM DESIGN OR A NEW HHE-200, SUBSURFACE WASTEWATER DISPOSAL SYSTEM PERMIT APPLICATION BE SUBMITTED.

8. Does property include land area within 250 feet of the normal high-water mark of any pond, river, or other water body subjected to Shoreland Zoning controls.

YES or NO

9. Is property located in a Flood Hazard Area as determined by FEMA (Federal Emergency management agency)? The Flood Hazard area around the perimeter of Unity Pond includes all areas below Elevation 180 (reference Flood Maps for Burnham). All development as defined in the Burnham General provisions Ordinance on property located in a Flood Hazard Area requires review and permitting under Burnham’s Flood Plain Management Ordinance.

YES or NO

10. Have you or any previous owners applied for a land use permit in the past? YES or NO

If YES, when? _____

C. Information about proposed use(s) and changes of property

ALL APPROPRIATE INFORMATION AND MAPS MUST BE PROVIDED TO THE PLANNING BOARD

1. Current use of structure and lot

Structures, exterior dimensions (length, width, height to peak)

a. Residence _____ by _____ by _____ Number of Stories _____

b. Garage _____ by _____ by _____ Number of Stories _____

c. Accessory buildings _____ by _____ by _____

d. Temporary dock, yes or no

e. Clearing for approved construction _____

1. Proposed use of structure and lot

a. Filling or other earth-moving activity of:

Less than 10 cubic Yards _____

More than 10 cubic Yards _____

a. Proposed date of construction _____

b. Other (explain): _____

b. Contractor's Erosion Control Certification # _____

Contractor must submit a written soil erosion and sedimentation control plan.

2. Percentage of lot to be occupied by structures, and gravel area _____

3. Proposed Structures, exterior dimensions (length, width, height to peak)

a. Residence _____ by _____ by _____ Number of Stories _____

b. Garage _____ by _____ by _____ Number of Stories _____

c. Accessory buildings _____ by _____ by _____

4. Please Describe and illustrate the following information about your lot and the proposed use of the lot on a scale drawing or by a site plan prepared by a surveyor, architect or engineer (use of graph paper is recommended.)

a. Lot Dimensions.

b. Names of abutting property owners, name and location of abutting rights of way, public and private, and abutting water body.

c. Exact location of existing and proposed buildings and distance of each from nearest lot line, roadway right of way, and normal highwater mark.

d. Location of sewage disposal system and water supply.

e. Areas to have trees cleared, if applicable. **(Must contact Code Enforcement Officer)**

f. Areas of cut, fill, grading, or other earth moving activity, if applicable.

5. Attachments where appropriate:

- a. Attach a copy of Plumbing permit.
- b. Attach a copy of official decisions (or note the fact that application(s) are still pending) of other federal, state, or local agencies regarding the use of this property (i.g., Site Location Permit, Permit by Rule, Minimum Lot Size Waiver, Subdivision approval, Great Ponds Permit, etc.)
- c. **If a Permit-By Rule Permit is needed, then it must be applied for and issued by the Maine State Department of Environmental Protection Agency before the Planning Board Land Use Permit can be issued. Contact the Code Enforcement Officer or download the Permit Application online at Maine DEP website.**
- c. **On a separate sheet, attach any supplemental information or explain any points you feel need clarification.**
- d. Wireless Tower Permit
 1. Copy of FCC approval & license
 2. Engineers Certification of Manufacture of Tower
 3. Copies of the Certified Mail to all abutters.

To the best of my knowledge, all information submitted on this application, is true and correct. All proposed uses will be in conformance with the application and the Burnham Code Land Use Ordinances and the NRPA (Natural Resources Protection Act) administered through Maine DEP.
Note: All construction activities in a great pond watershed must include appropriate sediment and erosion control measures.

Signature _____

Date _____

FEE FOR ORDINANCE COPIES AND PERMITS

A. Shoreland and General Provisions Ordinance (cost includes both) -----\$10.00
Can be downloaded for free at burnham-maine.us website

B. Building permits:

1. Residential and/or land use -----\$50.00

2. Commercial -----\$100.00

3. Floodplain ----- \$10.00

4. Subdivisions (per lot) -----\$25.00

5. After the fact Permit -----\$500.00

6. Wireless Tower Permit -----\$250.00

7. Special Meeting Fee of \$20.00 per planning board member in attendance.

There will be a waiver of the building permit **FEE** if construction commences within one year from date of a catastrophe (fire, flood, etc.)

NON-REFUNDABLE FEES ARE PAYABLE TO THE TOWN OF BURNHAM

I/We _____ give our consent to be
Deeded Land Owners

represented by _____
Contractors Name and Business Name, Certification number & expiration date

for the purpose of this application and all work to be done in the Shoreland Zoning district.

Land Owner Signature

Land Owner Signature

Contractor Signature

Revised 6/16/22

MAP _____ LOT _____

APPLICANT: _____

(FOR OFFICAL USE ONLY)

DATE RECEIVED _____ FEE PAID _____

DATE OF ACTION ON APPLICATION _____

CEO RECOMMENDATION

DATE OF SITE VISIT _____

APPROVE _____ APPROVE WITH CONDITIONS BELOW _____ DENY _____

CONDITIONS FOR APPROVAL OR REASONS FOR DENIAL

CEO SIGNATURE

Revised 6/16/22



