



Town of Belgrade
990 Augusta Road
Belgrade, ME 04917

Phone: (207) 495-2258
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APPLICATION FOR CODE ENFORCEMENT OFFICER PERMIT BELGRADE COMMERCIAL DEVELOPMENT REVIEW ORDINANCE

General Instructions

This permit application is **ONLY** for permits issued by the Belgrade Code Enforcement Officer (CEO). These include the following:

1. Expansion of an existing non-residential building by less than 2,500 sq. ft. or an expansion of 35% of the original footprint, whichever is smaller;
2. A change of use of an existing non-residential use to a different non-residential use **except** where the new use will be industrial, retail or a restaurant, or another use that will increase traffic volume or store flammable, combustible or hazardous substances¹; and
3. The expansion of existing paved or other impervious surfaces to a maximum total footprint of 7,500 sq. ft. Impervious surfaces include the total area covered by buildings, parking, roads, driveways, walkways if constructed of asphalt, concrete or compacted gravel.

If your proposed project does not meet any of the above criteria and falls under the Commercial Development Review Ordinance, you must apply to the Planning Board for a permit. Request a Planning Board permit application form at the Town office or download from the Town website.

This application package includes the following:

- General instructions
- Application form and list of required attachments
- Certification of Compliance with the performance standards of the ordinance.

The key to navigating the Town permitting process successfully and in the shortest possible time is good planning of your project, choosing a suitable site and submitting a complete application.

It is recommended that you review the application form and the required supporting materials for your specific proposal and site. Feel free to schedule a pre-application

¹ The most common proposed development or change of use where combustible, flammable or hazardous substances (e.g. waste oil, waste gasoline, degreasers, acetone, solvents) are used or stored include auto repair and body shops. These do not qualify for a CEO permit. You must apply to the Planning Board.

meeting with the CEO to go over your proposal, identify possible pitfalls, and get answers to your questions. The Code Enforcement Officer, Gary Fuller, is available Thursday evenings at the Town office from 5PM to 7PM.

Complete the attached application according to the directions provided as you proceed. Some questions you may not need to complete depending on what uses or development you are proposing. The burden of proof to demonstrate that your development or change of use meets the performance standards of the ordinance rests with the applicant. You must also complete the certificate of compliance which is an attachment to the application.

Once an application has been determined to be complete, the CEO or his delegate will inform the designated contact person of such. At that time the CEO shall also notify abutting property owners of the permit application. The CEO has 15 business days to make a decision to approve, approve with conditions or deny an application. The applicant will be notified in writing of the Code Enforcement Officer's decision.

An applicant who has been denied or who has received conditional approval may request a review of the CEO's decision by the Planning Board. Please notify the CEO in writing if you wish to go before the Planning Board and it will be placed on the agenda of the next available Planning Board meeting. Please note that the Code Enforcement Officer may defer the review of your application and the decision to the Planning Board. The Planning Board may request additional information before reaching a decision and is allowed additional time to consider the application.

Submit the following as part of your permit application to: Code Enforcement Officer, Town of Belgrade, 990 Augusta Rd., Belgrade, Maine 04917

1. One (1) 24"x36" to-scale site plan with detail drawings, plus one (1) set reduced to fit on a 11"X17" page;
2. Two (2) copies of the completed application form with required attachments, including the Certificate of Compliance;
3. A non-refundable processing fee is required to be paid at the time of application submission. The application fees established by the Board of Selectmen are as follows:
 - Applications involving only land and no structures (e.g. mining) - \$50.00
 - All other applications - \$100.00

**TOWN OF BELGRADE
COMMERCIAL DEVELOPMENT REVIEW ORDINANCE
CODE ENFORCEMENT OFFICER PERMIT APPLICATION**

Return fully completed application with required attachments to:
Code Enforcement Officer, Town of Belgrade, 990 Augusta Rd., Belgrade, Maine 04917

<p>To be completed by Town Code Enforcement Officer upon application receipt: Project Name: _____ Date Received: _____ Application Number : _____ Check One: CEO permit _____ Planning Board permit _____ Application Fee \$ _____ Date paid: _____</p>
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Applicant Information

1. Proposed name of development or new use: _____

2. Property owner:

Name: _____

Address: _____

Telephone No.: _____

Email: _____

3. Applicant:

Same as property owner (go to question 5)

Name: _____

Address: _____

Telephone No.: _____

Email: _____

4. Applicant representing self? ____ Yes (go to 6) ____ No (complete 5)

5. Applicant’s authorized agent (must provide authorization letter from applicant):

Name: _____

Address: _____

Telephone: _____

Email: _____

6. Person to receive all communications regarding this application:

7. What legal interest does the applicant have in the property for which a permit is requested (ownership, option, purchase and sales contract, lease, etc.)?

8. Provide proof of title right and interest in the project property, such as a copy of the deed, purchase option, sales agreement or lease. Attach to your application.

Location and Existing Uses:

9. Location of the property being developed or for which permit is requested:
Belgrade Tax Map _____ Lot(s) _____

10. Street(s) on which the development or proposed use is located:

11. Total acreage of the parcel(s): _____ acres

12. Is any portion of the property within a shoreland zone, as depicted on Town of Belgrade Shoreland Zoning Map? ___Yes ___No

13. Is any portion of the property within a special flood hazard area, as depicted on Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps? ___Yes ___No

14. Is the property part of an approved subdivision? ___Yes ___No

Note: *If applicable, provide copies Shoreland Zoning, Subdivision and Flood Plain Ordinance approvals as attachments to application*

15. Describe existing structures (number, footprint, etc.) and their current uses:

16. What is the current use of the land parcel? Residential Non-residential
 Both

17. Current estimated peak daily vehicle traffic : _____

Current estimated peak hourly traffic volume: _____

Proposed Development/ Land Use Application Overview:

18. Provide a brief description of the development or proposed change in use (size and number of structures, proposed future uses, etc.)

19. Are you proposing an expansion of an existing non-residential building?
 Yes No If "yes", provide the total footprint in square feet _____sq. ft.
and the square foot increase as a percentage of the footprint of existing buildings
_____%

20. Are you proposing any one of the following uses?
 Retail Restaurant Industrial Other

21. Provide estimated peak daily vehicle traffic to be generated: _____

Provide estimated peak hourly traffic volume: _____

22. Will the new use or development be storing, using or handling flammable, combustible or hazardous substances, (including waste oil, antifreeze, degreasers, q etc.) other than heating oil or propane for on-site building heating?
____ Yes ____ No

If "yes", describe types of substances and quantities: _____

23. What will be the total footprint area of impervious surfaces? _____ sq. ft.

Note: Impervious surfaces include the footprint area of buildings, other structures, and parking, roads, driveways and walkways constructed of low permeability materials including concrete, asphalt and compacted gravel or other materials.

24. Provide the proposed total footprint area of disturbed area on the parcel following development, expansion or change in use:
_____ sq. ft.

Note: Disturbed area includes the area cleared of vegetation, covered with fill, stripped of soil, graded, excavated, or covered by structures including parking areas, walkways, driveways and roads.

25. Have you obtained all other applicable State, Federal and Town of Belgrade required permits, including but not limited to MDOT Highway Entrance Permit and Traffic Movement Permit, Maine Dept. of Environmental Protection permits, and Belgrade Minimum Lot Size, Shoreland Zoning, Flood Plain and Subdivision approvals? ____ Yes ____ No ____ None required If "no", specify which are required and their status: _____

26. Provide one (1) 24x36" Site Development Plan drawn to scale showing at minimum the following: scale, north arrow, parcel boundaries, location and dimensions of existing and proposed buildings, infrastructure and structures, drainage structures, signs, fencing, exterior lights, location and extent of disturbed area, layout and dimensions of impervious surfaces, parking, driveways, roads, outdoor storage areas of equipment/inventory/dumpsters/other materials, location of bulk storage of petroleum/hazardous substances/propane, utilities, drainage ways, easements, rights of way, location of flood hazard areas/water courses/ water

bodies/wetlands, Shoreland Zoning districts, location of existing vegetation to be retained, location of vegetated buffers/screening along public roads & property lines and around outdoor storage areas, landscaping, location of wells & source water protection area if public drinking water supply, location of soil test pits and subsurface waste water disposal system(s), other significant natural/physical features, name/address of owner/applicant, and name/address/license number/stamp of professional engineer/surveyor who prepared site plan. Site Plan is to also provide a signature line for the Code Enforcement Officer and the date of signature.

- 27. Provide to-scale detailed drawings and specifications for any proposed roads, driveways, vehicle access points from roads, parking areas and drainage structures, including storm water control devices.
- 28. If the total area of impervious surfaces is 7,500 sq. ft. or greater, provide a phosphorous control plan prepared by a Maine registered professional engineer in accordance with the requirements of the water quality protection standard, Article 6, Section 15(B) of the ordinance.
- 29. All applicants for a Code Enforcement Officer permit under the Commercial Development Review Ordinance must include a signed certificate of compliance (see attached) with the ordinance's performance standards.

PLEASE READ AND SIGN:

I certify that to the best of my knowledge the information submitted in this application and the attached materials are true, correct and accurate. I understand that before this application can be determined to be complete by the Town of Belgrade; all requested information must be submitted. Furthermore, I also understand that any changes to this proposed development or use as approved, must be submitted to the Belgrade Code Enforcement Officer in writing and must be approved prior to implementation. Failure to do so may result in enforcement action and/or the removal of the unapproved changes to the activity.

(Name of Applicant - printed)

(Signature of Applicant) (Date)

Submit this form, site plan and required attachments to the Town of Belgrade Code Enforcement Officer

**APPLICANT CERTIFICATION OF COMPLIANCE
Town of Belgrade Commercial Development Review Ordinance
Code Enforcement Officer Permit Application**

I, _____
(Printed name of applicant)

have read and understand the performance standards in Articles 6 and 7 of the Town of Belgrade Commercial Development Review Ordinance. I also agree to comply with those performance standards which apply to my proposed development or use. I fully understand that I can be subject to enforcement action, including a stop work order, upon my failure to comply with the performance standards. I authorize the Belgrade Code Enforcement Officer and other official representatives of the Town of Belgrade to access the project site for the purpose of determining compliance with the standards.

Signature of Applicant: _____

Date: _____