

Town of Belgrade, Maine

Application for A Permit

Instruction Sheet

**To help avoid delays, READ AND FOLLOW INSTRUCTIONS CAREFULLY;
USE BALLPOINT PEN and PRESS DOWN HARD.**

Items 1 & 2: Self-Explanatory - Make sure the address and telephone number(s) are correct for both daytime and evening so applicant can be contacted, without delay, should approving authority have questions or need additional Information from applicant.

Item 3: Describe location in relation to common landmarks - i.e., State Highway Route number, Town road, name, Subdivision title, position on and name of lake/pond/stream of applicable), Belgrade Tax Map Number and Lot Number, etc.

Item 4: Self-Explanatory (Indicate accessory building by type).

Item 5: Concisely describe proposed construction and/or changes in use of the property (See Item 9d below).

Item 6: State type (steel, concrete, other), age and capacity of existing sewage disposal system.

Item 7: Self-Explanatory

Item 8: Self-Explanatory

Item 9: See page 47 of Shoreland Ordinance

Item 10: REQUIRED ATTACHMENTS TO APPLICATION:

- a) To-scale drawings meeting requirements in Section-16C (Pp 62 and 63) of the ordinance. Photographs of all four sides of structure that is being modified.
- b) A plumbing permit issued by the Town Plumbing Inspector must be attached to this application. IF new plumbing will be installed or changed in proposed structures, or IF additional bedroom(s) are being proposed in existing structures.
If a plumbing permit is not required, a statement from the Town Plumbing Inspector to that effect must accompany the application unless the Code Enforcement Officer has signed the application with a notation that a plumbing permit is not required for the work intended.
- c) If application is for placement of manufactured housing (mobile or modular home), a copy of sales tax receipt must be attached.
- d) If you wish to explain or describe your proposal in more detail than permitted in the space on this application, please attach your explanation or description.
- e) When proposing the expansion or alteration of an existing structure, provide photos of the front, back, and sides of existing structure.
- f) If proposing to disturb more than 30,000 sq.ft. or construct 350 ft. of new road or driveway in the Shoreland Zone provide a storm water management plan designed and signed by a Maine registered professional engineer.
- g) Provide a soil and erosion control plan in accordance with Section 15-S1 of the Shoreland Ordinance when filling, grading, excavation or soil disturbance is part of the project.

The CEO or Planning Board will make a decision within 60 days of receiving a properly completed application. All applications are subject to on-site inspection.

NOTE: If you need assistance completing this application, please contact the Code Enforcement Officer

☐ Shoreland
Certified Contractor
Number # _____
☐ Non Shoreland

Town of Belgrade, Maine
APPLICATION FOR PERMIT

990 Augusta Road Belgrade Me 04917
207-495-2258
Application # _____
Map# _____ Lot# _____
Permit# _____

Date Logged _____ Date Rec'd by PB/CEO _____ \$ _____ Fee Paid _____ Receipt# _____

1. Applicant: Name _____ Mailing Addr _____ State/Zip _____ Phone# _____	2. Owner (if other than applicant): Name _____ Mailing Addr _____ State/Zip _____ Phone# _____
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3. Specific location of property _____ Map# _____ Lot# _____
Name of Lake/Pond/Stream (if applicable) _____

4. Current use of property (check all that apply)
_____ Residential/Recreational; _____ Individual Private Campsite; _____ Commercial; _____ Industrial; _____ Other

5. Proposed construction or change in use: _____

6. Existing sewage disposal system type and capacity: _____
Present number of bedrooms _____; Bedrooms to be added under this application _____
When did you purchase the property within Shoreland Zone? _____ (month/year) If after 11/6/18, attach copy of septic system inspection report documenting it is not malfunctioning.

7. Total lot area _____; Lot area within the Shoreland Zone _____

8. Square footage of unvegetated surface within shoreland zone including all structures, driveways, parking, walkways and patios. _____

9. What is the total area of cleared openings of woody vegetation (Sqft) _____

10. Total number of structures on the lots _____. A site plan to-scale MUST accompany this application and be prepared in accordance with the requirements on the attached Instruction Sheet (Item #10 on the Instruction Sheet). All required attachments must accompany this application.

Present Structure Square Footage _____

Proposed Structure Square Footage _____

*Required only for structures within Shoreland Zone

I/We have obtained and understand the requirements of all Town of Belgrade Ordinance which apply to the proposed construction or change of use. The undersigned applies for a permit to build, alter or improve existing structure(s) or grounds as stated above on this application and portrayed on the attachments. The information provided is true and correct.

Signature: _____ Signature: _____

There may be additional Federal, State or local permits required depending on the nature of the project.

TOWN USE ONLY

DECISION: ____ APPROVE ____ DISAPPROVED

Conditions _____

Date: _____ PB _____ CEO _____

Signatures: _____

Shoreland Zoning Site Plan Guidance Town of Belgrade Planning Board 2019

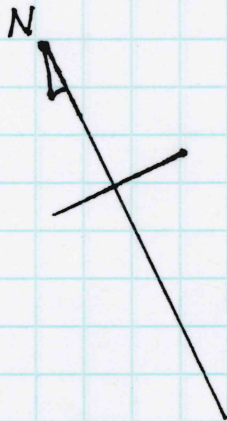
This guidance is intended to assist landowners and contractors applying for a Shoreland Zoning permit which requires a to-scale site plan which they intend to draft themselves.


A site plan is an overhead view of your property as it currently exists and showing whatever construction or activities you are proposing within the Shoreland Zone of a lake, stream, wetland or river. "To-scale" means that your drawing is an accurate representation of the location on the ground and dimensions of all structures and land features on your property – such as 1" on the plan represents 20' on the ground (1"=20'). The easiest means for non-surveyors to draw a to-scale site drawing is on graph paper available from any office supply store. You will also need a pencil and ruler. Here are some suggestions to make this task easier.

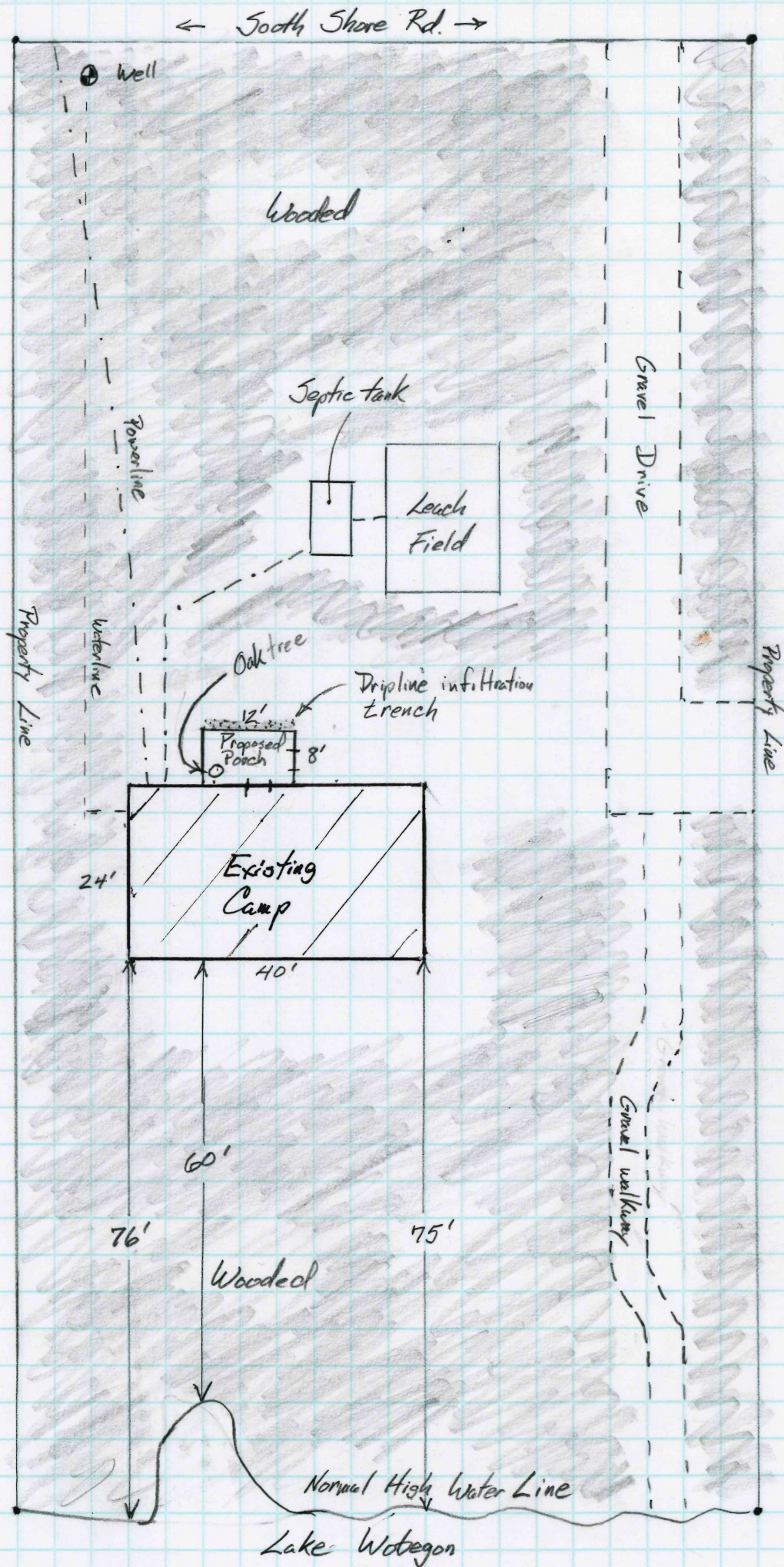
1. Determine the dimensions of the lot upon which your proposed construction or activity will be located. You can rely on a property survey drawing if you have one, deed, or the property tax map for your lot. The latter is available at the Belgrade town office.
2. Shoreland Zoning only applies to that area within 250' of the normal high water line of a lake, pond, stream, or wetland. So if you have a large lot, it is only the portion within the Shoreland Zone that requires a site plan.
3. Using a tape measure, measure the location of the features required by the Town's ordinance listed below relative to the closest normal high water line of the water body, side property lines, and roads. Measurements should be to the nearest inch or tenth of foot. Be sure to keep the measuring tape level to assure accurate linear distance measurements.
 - a. Existing and proposed structures,
 - b. Roads and driveways,
 - c. Walkways,
 - d. Waste water disposal system,
 - e. Drinking water well and lines,
 - f. Power lines,
 - g. Rights-of-ways,
 - h. Storm water control measures,
 - i. Property lines,
 - j. Drainage ways and intermittent streams,
 - k. Vegetated areas, and
 - l. The normal high water line of the lake, pond, stream or wetland.
4. While collecting your measurements, be sure you measure the dimensions of all structures, driveways, walkways, and other areas that are not vegetated since this information is needed to answer a question on the permit application asking for the area (sq. ft.) of un-vegetated surfaces.
5. Orient your lot on the 8 ½" x 11" graph paper so the longest property line (usually a side property line) runs parallel to the 11" side. When determining at what scale you will draw your site plan, consider the type the graph paper you will be using (e.g. 4, 5 or 10 squares to the inch) and ensure it will fit on the paper. In the example site plan provided, 1"=20' for a 20,000 sq. ft. lot just barely fit on graph paper with 4 squares to the inch. Using 10 squares to the inch graph paper is best for larger lots and structures, or when you wish to be more precise.
6. Do your first draft of your site plan in pencil so you can correct any mistakes.
7. Please be sure your site plan is accurate, legible and shows the scale to which it is drawn. A north arrow will help as well when presenting your proposal to the Board.

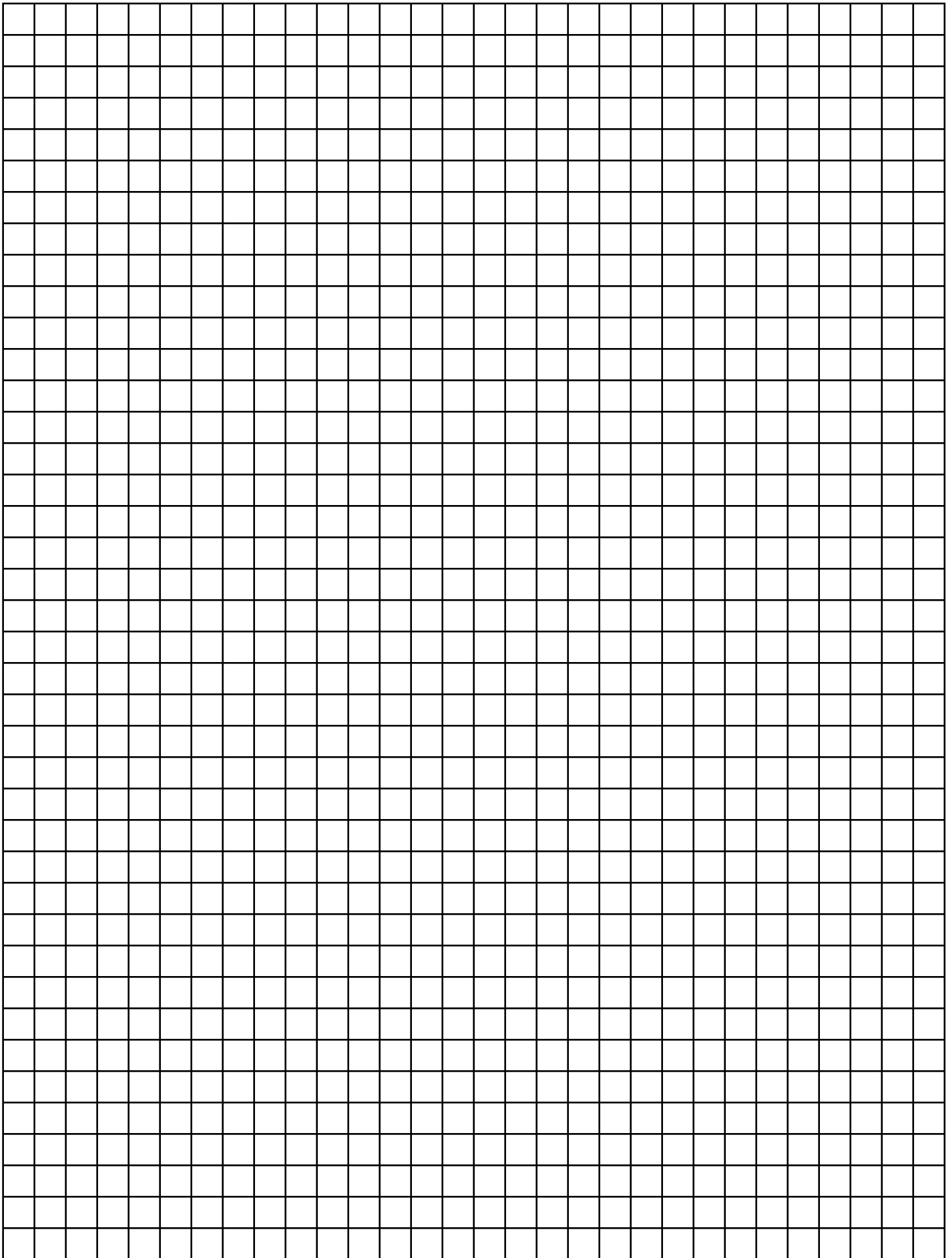
SAMPLE SITE PLAN (to-scale)

John Doe Property
Shoreland Zoning Permit
Application
11/15/19



Scale: 1" = 20'
or
 = 5'





SAMPLE Erosion Control Plan for Proposed John Doe Construction

1. Silt fence to be installed prior to stumping/grading or excavation
2. Hay/straw to be placed within 24 hours of any grading or excavation.
3. Erosion control measures must stay in place until all soil areas are stabilized with stabilization.

