

SHORELAND ZONING APPLICATION

TOWN OF ISLAND FALLS

INSTRUCTIONS FOR COMPLETING

1. **All applications MUST have items 1-12 filled in by applicant.** If you do not know the map and lot number and zone, you can obtain them from the Town Office, CEO, or your property tax bill.
2. **Item 13 & 14 are critical and MUST be filled in by the applicant.** Please print or type complete information asked for. This will make it easier to understand and review.
3. **Item 15 MUST be filled in by applicant.** Be prepared to submit copies of estimates if requested.
4. **Items 16 - 23 MUST be completed by applicant.**
5. **Items 24 & 25 apply to expansions** of portions of existing structures which are **LESS** than the required setback.
6. **The SITE PLAN (pages 3 & 4) are extremely important and MUST BE COMPLETED BY THE APPLICANT.** In many cases, it is not necessary to have a professionally prepared plan, but it is necessary to provide the CEO with the locational information as listed. Many times a Mortgage Inspection Survey Plan can be helpful, if available. If the scope of work is of such complexity as to require an engineered site plan or detailed construction drawing, the CEO will advise the applicant.
7. **The additional permits, Approvals, and/or Reviews** section is for CEO use and is not required to be completed by the applicant. However, applicant is encouraged to contact the Office of the State Fire Marshal, or the Department of Environmental Protection, if the proposed work will effect fire safety elements (such as egress, change of use, or mixed occupancy) or disturb, alter or impact streams, river, ponds, lake, or wetland areas. These agencies can be extremely helpful and will provide guidance implementing the proposed activity.
8. **Application MUST be signed and dated** by the applicant or Agent.
9. **RETURN COMPLETED APPLICATION & FEE** to the **TOWN OFFICE**, at least **10 days by 9:30 a.m. DAYS PRIOR** to the Planning Board meeting. Planning Board meeting are the **FIRST MONDAY** of each month at 6:30 p.m.
10. Sec. 16(D) The Planning Board or Code Enforcement Officer, as appropriated, shall **approve with conditions, or deny**, all permit applications in writing within **35 Days** of receiving a **completed application**.

NOTE: IF ANY REQUIRED INFORMATION IS NOT PROVIDED, THE APPLICATION WILL BE CONSIDERED INCOMPLETE. NO FURTHER REVIEW WILL CONTINUE UNTIL INFORMATION IS PROVIDED. THE CEO MAY ASSIST APPLICANT IN OBTAINING CERTAIN INFORMATION AT APPLICANT'S REQUEST.

Send to: Chris Beyer, Code Enforcement Officer
(207) 538-5430 CEO
(207) 463-2246 Office
PO Box 100
Island Falls, ME 04747

PLEASE USE BLACK INK

PERMIT #

FOR OFFICE USE ONLY:

PERMIT# _____

APPROVED _____ DATE _____

DENIED _____ DATE _____

FEE AMOUNT _____

**TOWN OF ISLAND FALLS
SHORELAND ZONING PERMIT
APPLICATION
GENERAL INFORMATION**

1. APPLICANT	2. APPLICANT'S ADDRESS	3. TEL.#
4. PROPERTY OWNER	5. OWNER'S ADDRESS	6. OWNER'S TEL. #
7. CONTRACTOR	8. CONTRACTOR'S ADDRESS	9. CONTRACTOR'S TEL. #
10. LOCATION/ADDRESS OF PROPERTY	11. TAX MAP/PAGE & LOT# AND DATE LOT WAS CREATED	12. ZONING DISTRICT
13. DESCRIPTION OF PROPERTY INCL. DESCRIPTION OF ALL PROPOSED CONSTRUCTION. (E.G. LAND CLEARING, ROAD BUILDING, SEPTIC SYSTEMS, AND WELLS - PLEASE NOTE THAT A SITE PLAN SKETCH IS SKETCH IS REQUIRED ON PAGE 3)		
14. PROPOSED USE OF PROJECT	15. ESTIMATED COST OF CONSTRUCTION	

PERMIT #

16. LOT AREA (SQ. FT.)	17. FRONTAGE ON ROAD (FT.)
18. SQ. FT. OF LOT TO BE COVERED BY NON-VEGETATED SURFACE	19. ELEVATION ABOVE 100 YR. FLOOD
20. FRONTAGE ON WATERBODY (FT.)	21. HEIGHT OF PROPOSED STRUCTURE
22. EXISTING USE OF PROPERTY	23. PROPOSED USE OF PROPERTY

NOTE: QUESTION 24 & 25 APPLY ONLY TO EXPANSIONS OF PORTION OF EXISTING STRUCTURES WHICH ARE LESS THAN THE REQUIRED SETBACK

24. A) TOTAL FLOOR AREA OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK AS OF 06/26/1992: _____ SQ.FT.	25. A) TOTAL VOLUME OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK AS OF 06/26/1992: _____ CUBIC FT
B) FLOOR AREA OF EXPANSIONS OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK FROM 06/26/1992 TO PRESENT. _____ SQ.FT	B) VOLUME OF EXPANSIONS OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK FROM 06/26/1992 TO PRESENT: _____ CUBIC FT.
C) FLOOR AREA OF PROPOSED EXPANSION OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK _____ SQ.FT.	C) VOLUME OF PROPOSED EXPANSION OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK: _____ CUBIC FT.
D) % INCREASE OF FLOOR AREA OF ACTUAL AND PROPOSED EXPANSIONS OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK SINCE 06/26/1992 (% INCREASE = $\frac{B + C}{A} \times 100$) _____ %	D) % INCREASE OF VOLUME OF ACTUAL AND PROPOSED EXPANSIONS OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK SINCE 06/26/1992 (% INCREASE = $\frac{B + C}{A} \times 100$) _____ %

NOTE: IT IS IMPORTANT THAT EACH MUNICIPALITY DEFINE WHAT CONSTITUTES A STRUCTURE, FLOOR AREA, AND VOLUME AND APPLY THOSE DEFINITIONS UNIFORMLY WHEN CALCULATING EXISTING AND PROPOSED SQ.FT. AND CU.FT.

SITE PLAN

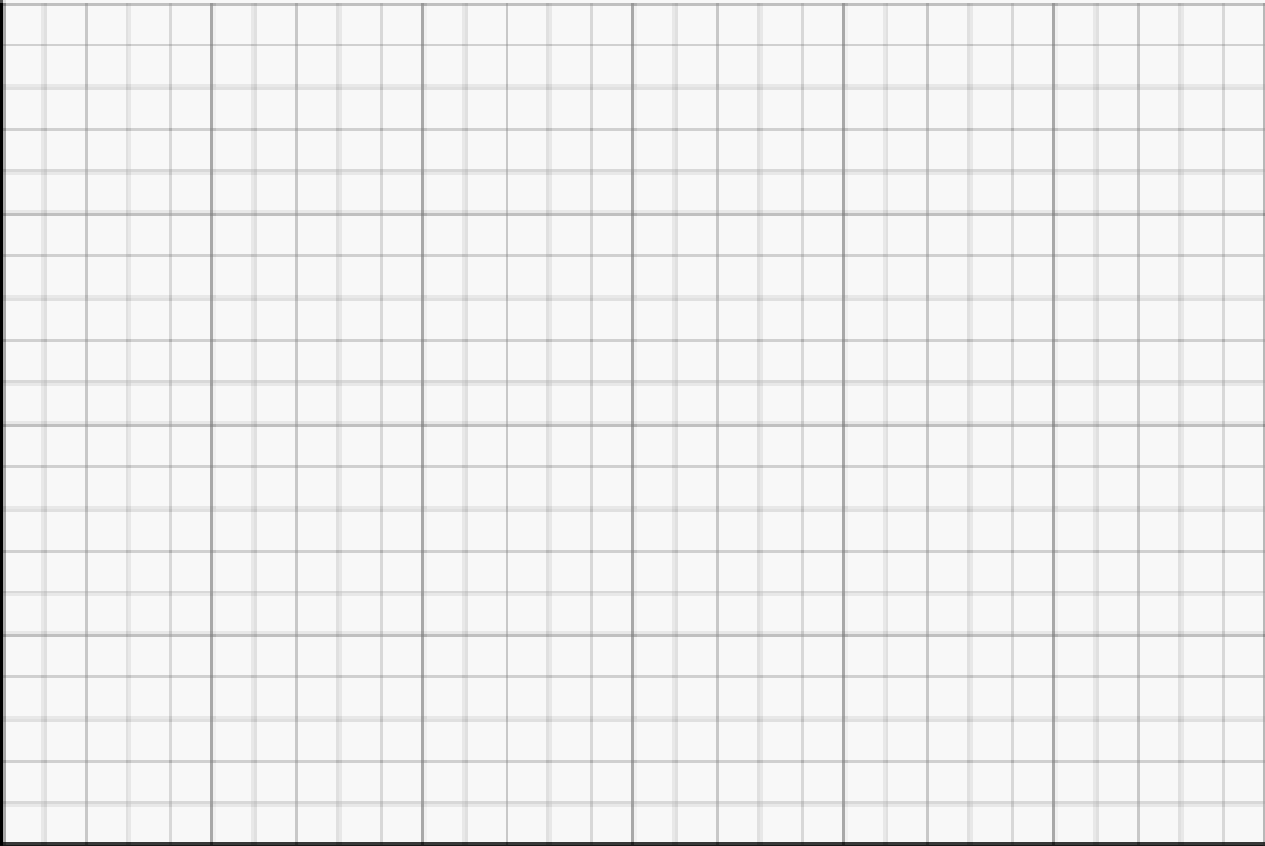
PLEASE INCLUDE: LOT LINES; AREA TO BE CLEARED OF TREES AND OTHER VEGETATION; THE EXACT POSITION OF PROPOSED STRUCTURES; INCLUDING DECKS, PORCHES, AND OUTBUILDINGS WITH ACCURATE SETBACK DISTANCES FROM THE SHORELINE, SIDE AND REAR PROPERTY LINES; THE LOCATION OF PROPOSED WELLS, SEPTIC SYSTEMS, AND DRIVEWAYS: AND AREAS AND AMOUNTS TO BE FILLED OR GRADED. IF THE PROPOSAL IS FOR THE EXPANSION OF AN EXISTING STRUCTURE, PLEASE DISTINGUISH BETWEEN THE EXISTING STRUCTURE AND THE PROPOSED EXPANSION.

NOTE: FOR ALL PROJECTS INVOLVING FILLING, GRADING, OR OTHER SOIL DISTURBANCE YOU MUST PROVIDE A SOIL EROSION CONTROL PLAN DESCRIBING THE MEASURES TO BE TAKEN TO STABILIZE DISTURBED AREAS BEFORE, DURING AND AFTER CONSTRUCTION (SEE ATTACHED GUIDELINES)



NORTH

SCALE _____ = _____ FT



FRONT OR REAR ELEVATION

SIDE ELEVATION

DRAW A SIMPLE SKETCH SHOWING BOTH THE EXISTING AND PROPOSED STRUCTURES WITH DIMENSIONS.

ADDITIONAL PERMITS, APPROVALS, AND/OR REVIEWS REQUIRED

CHECK IF REQUIRED

- PLANNING BOARD REVIEW / APPROVAL
(E.G. SUBDIVISION, SITE PLAN REVIEW)
- BOARD OF APPEALS REVIEW / APPROVAL
- FLOOD HAZARD DEVELOPMENT PERMIT
- EXTERIOR PLUMBING PERMIT
(APPROVED HHE 200 APPLICATION FORM)
- INTERIOR PLUMBING PERMIT
- DEP PERMIT (SITE LOCATION, NATURAL RESOURCES PROTECTION ACT)
- ARMY CORPS OF ENGINEERS PERMIT (E.G. SEC. 404 OF CLEAN WATER ACT)

OTHER

- _____
- _____
- _____
- _____

NOTE: APPLICANT IS ADVISED TO CONSULT WITH THE CODE ENFORCEMENT OFFICER AND APPROPRIATE STATE AND FEDERAL AGENCIES TO DETERMINE WHETHER ADDITIONAL PERMITS, APPROVALS, AND REVIEWS ARE REQUIRED.

I CERTIFY THAT ALL INFORMATION GIVEN IN THIS APPLICATION IS ACCURATE. ALL PROPOSED USES SHALL BE IN CONFORMANCE WITH THIS APPLICATION AND THE TOWN OF ISLAND FALLS SHORELAND ZONING ORDINANCE. I AGREE TO FUTURE INSPECTIONS BY THE CODE ENFORCEMENT OFFICER AT REASONABLE HOURS. BUILDING PERMITS DO NOT INCLUDE PLUMBING, SEPTIC OR COMMERCIAL ELECTRICAL WORK, BUILDING PERMITS ARE VALID FOR ONE YEAR, ANY FALSE INFORMATION MAY INVALIDATE A BUILDING PERMIT AND STOP ALL WORK.

APPLICANT'S SIGNATURE

DATE

AGENT'S SIGNATURE (IF APPLICABLE)

DATE

PERMIT #

APPROVAL OR DENIAL OF APPLICATION

_____ MAP _____ LOT

FOR OFFICE USE ONLY

THIS APPLICATION IS: _____ APPROVED _____ DENIED

IF DENIED, REASONS FOR DENIAL:

IF APPROVED, THE FOLLOWING CONDITIONS ARE PRESCRIBED:

NOTE: IN APPROVING A SHORELAND ZONING PERMIT, THE PROPOSED USE SHALL COMPLY WITH THE PURPOSES AND REQUIREMENTS OF THE SHORELAND ZONING ORDINANCE FOR THE TOWN OF ISLAND FALLS.

CODE ENFORCEMENT OFFICER

DATE

INSPECTION CHECK LIST	
	PERMIT #
Prior to Clearing and Excavation	
Prior to Foundation Pour	
	FEE AMOUNT
Prior to Final Landscaping	
Prior to Occupancy	

TOWN OF ISLAND FALLS
SHORELAND ZONING PERMIT APPLICATION

INSPECTION REQUIRED:

- 1. PRIOR TO CLEARING AND EXCAVATION
- 2. PRIOR TO FOUNDATION POUR
- 3. PRIOR TO FINAL LANDSCAPING
- 4. PRIOR TO OCCUPANCY

THE LANDOWNER, LANDOWNER’S REPRESENTATIVE, OR CONTRACTOR MUST ARRANGE BY TELEPHONE OR PERSONAL CONTACT THE INSPECTIONS WITH THE CODE ENFORCEMENT OFFICER, AT LEAST ONE OF THE LANDOWNER, LANDOWNER’S REPRESENTATIVE, OR CONTRACTOR MUST BE PRESENT AT EACH INSPECTION. NO WORK MAY PROCEED UNTIL THE CODE ENFORCEMENT OFFICER APPROVES THE STAGE OF WORK. FAILURE TO NOTIFY AND RECEIVE APPROVAL IS A VIOLATION. THE LANDOWNER, LANDOWNER’S REPRESENTATIVE, AND CONTRACTOR ARE RESPONSIBLE.

I HAVE READ THE ABOVE AND MUST ABIDE BY SAME.

LANDOWNER _____

LANDOWNER’S REPRESENTATIVE _____

CONTRACTOR _____

Fees for Shoreland Zoning Applications and Inspections

NOTE: Fees are based on estimated cost. If this seems abnormally low, the Code Enforcement Officer or the Planning Board may require written estimates or adjust with the application to a reasonable cost.

Service:		2020	2021	<u>2022</u>	<u>2023</u>	<u>2024</u>
Building Permit Fee – minimum		\$50	\$55	\$60	\$65	\$70
Additional Fee	Residential \$5.00/per thousand of Construction Cost					
Additional Fee	Commercial \$7.50/per thousand of Construction Cost					