

Smithfield Code Enforcement Officer-Hans Rasmussen

Email: ceo@smithfieldmaine.us

Contact: 207-362-2222

Smithfield Planning Board Members

Erik Rasmussen, Chair Gloria Kelly, Secretary Jo-Anne Bushy, Member
David Kincaid, Member Michelle Taylor, Vice Chair Jodie Mosher, Alternate
Steve Swindells, Alternate

Next Meeting Date: Wednesday _____, at 6:00pm

Application Due: Wednesday _____, by 3:30pm

ATTENTION APPLICANT IMPORTANT INFORMATION

A printable application is available on the website: www.smithfieldmaine.us

- **Application fee will be determined by the following:** \$.10 per square foot (\$75.00 minimum fee). *This does not include seasonal docks.* This fee shall be for the exclusive purpose of retaining technical or professional expertise to assist the Planning board in reviewing the application.
- **After the fact Shoreland Zoning applications will be charged a DOUBLE PERMIT FEE**
- The Planning Board meets the second Wednesday of each month to review completed written applications for permits for construction in the Shore Land Zones and for all Commercial Businesses, Mobile Home Parks, and/or Subdivision Developments. Applications must be submitted two weeks prior to the meeting date.
- Accessory structures, seasonal docks, some repairs, or timber activity may only need Code Enforcement approval rather than a full board review. Contacting the Code Enforcement Officer is required to apply to the Planning Board to schedule a pre-construction/activity inspection at a mutually convenient time to assess setback distances and other ordinance requirements. This is often necessary prior to board decisions regarding structures that are currently located less than 100 feet from the high-water mark.
- Due to limited time, the Planning Board will not review or discuss additional applications or unexpected inquiries after the agenda has been established. These requests will be deferred until the next meeting.
- The Code Enforcement Officer and/or the Planning Board must receive a separate form in writing for each inquiry or application for construction for review. **No verbal inquiries are accepted.** Applicants should review the Smithfield Ordinances to ensure that their plans conform to all applicable requirements. Copies are available at the Town Office for purchase.
- **Lot owners should be present** during the Planning Board meeting to answer any questions pertaining to this application. If owners or their representatives are not present and the board is unable to make a clear determination, the application may be tabled until the next regular meeting.

Applicant/Owner Information

1. Application date: _____

2. Tax Map #: _____ Tax Lot #: _____

3. Subject property address: _____

4. Are any of the existing structures commercial? No___ Yes___. If yes, type of business & date of permit_____

5. Check which Shoreland Zone your property located in?:

Resource Protection

Limited Residential/Recreational

Stream Protection

Limited Residential/Recreational Commercial

6. Owner(s) name: _____

7. Address if different from above: _____

8. Phone#-Day:_____ Phone#-Eve: _____

9. E-Mail address:_____

10. Applicant(s) name if different from above:

11. Address:_____

12. Phone#-Day:_____ Phone#-Eve:_____

13. E-Mail address:_____

14. Brief description of project:_____

Describe Your Lot

15. Road Frontage: ft. _____

16. Length of shore frontage: _____ ft.

17. Is the existing principle structure seasonal or year-round **(circle one)**

18. Is the structure to be expanded a principal structure or accessory structure **(circle one or more)**

19. Circle existing foundation: Post Frost Walls Full Basement Slab Other _____

20. Circle proposed foundation: Post Frost Walls Full Basement Slab Other _____

21. Type of existing septic system and # of bedrooms it supports. _____

Attach existing permitted septic system soil test. If the design is not attached, please explain why.

(only systems prior to 1973 do not have designs)

22. Number of bedrooms in proposed structure(s) _____

23. Describe any proposed septic systems: _____

24. What is your **existing or proposed (circle one)** shore path width? _____

25. Total lot size: sq. ft. _____

26. SHORELAND LOT SIZE (Size of lot within 250' of high-water mark): _____ sq. ft.

27. List all **EXISTING** non-vegetated areas within the Shoreland Zone:(*structures, gravel, parking areas, driveways, roof edges, patios, pavers, etc.*)

-----Size of footprint between-----

Existing Structure	Distance from water	Existing Height	27c Existing 0-25ft fr water	27d Existing 25-75ft fr water	27e Existing 75-100ft fr water	Existing +100ft fr water	27a. Existing Total	27b Existing Sq.Ft. to be removed
Totals								

If the primary structure has been expanded since January 1, 1989, use pre-expansion footprint

28. List all **PROPOSED** new/alterd non-vegetated area in Shoreland Zone:
(*structures, gravel, parking areas, driveways, roof edges, patios, pavers, etc.*)

-----Size of footprint between-----

Proposed Structure	Proposed Distance fr water	Proposed Height	28c 0-25ft fr water	28d 25-75ft fr water	28e 75-100ft fr water	+100ft fr water	28a Proposed Total
Totals							

29. New total footprint (**27a-27b+28a**)= _____ sq. ft.

30. Percent Shoreland Zone coverage _____ ÷ _____ X100= _____ %
(Answer #29) (Answer #26) (Coverage of lot)

31. Percentage of Shoreland Zone expansion of structure within 100' _____
(total 29c,d,e ÷ total 28c,d,e ×100)

Complete applications must include the following:

1. Proof of Right, Title, or Interest (RTI) for the property (deed, etc.)
 - a. If the applicant does not have "RTI", please include a letter of consent from someone who does.
2. A detailed site plan sketch (please see instructions below)
3. A Detailed Floor Plan Sketch (if applicable)
4. An erosion control plan (for soil disturbance projects within the Shoreland Zone) must include contractors DEP certification number
5. If Planning Board approval is required, please return the original application along with seven (7) copies.
6. Photo(s) of the building site prior to construction

Site plan sketch should be an aerial view of the property and include the following:

- All structures, including decks, porches, patios, and outbuildings (measurements are helpful)
- All un-vegetated areas such as driveways and walkways
- Septic system and well location
- All setback distances from property boundaries, roads, streets, right of ways, and water
- All road frontage and shore frontage
- All wetlands and waterbodies
- Setbacks from flood elevations (if applicable)
- For construction within 100' of a resource, please show the 25', 75', and 100' setback distances from the water.
- **Building Permits do not include Plumbing or Septic permits!**
- Permits shall expire one year from the date of issuance if a substantial start is not made in construction or the use of the property during that period. If a substantial start is made within one year of the issuance of the permit, the applicant shall have one additional year to complete the project, at which time the permit will expire.
- A properly completed application will be processed in accordance with Section 16: Administration, subsections C, D, & E, of the Smithfield Shoreland Zoning Ordinance.

- I certify that all the information given in this application is accurate. All proposed uses and work shall be in conformance with this application and the Ordinances and Regulations of the Town of Smithfield. I further agree to future inspections by the Code Enforcement officer at reasonable hours. No changes to this proposal may be made without approval from the appropriate authority (PB, CEO, AB, ETC.)

Owners Signature(s)_____Date _____

Owners Printed Name(s)_____

OFFICE USE ONLY

Approved_____ (Ordinance#/Page#) Disapproved_____ (Ordinance#/Page#) Conditions:_____ Pending_____ CEO_____ (Signature & Date) Planning Board Chair_____ (Signature & Date) DEP Notification Advised: Yes No DEP Permit by rule # & Date (if required)_____	Permit #_____
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