

Town of Smithfield

Code Enforcement Officer - Hans Rasmussen

Email: ceo@smithfieldmaine.us

Contact: 207-362-2222

Planning Board Members

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

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

Application Due: Wednesday _____, by 3:30pm

ATTENTION APPLICANT IMPORTANT INFORMATION

- **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.

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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 is located in?:

___ Limited Residential/Recreational

___ Resource Protection

___ Limited Residential/Recreational Commercial

___ Stream Protection

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: _____

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Describe Your Lot

15. Road Frontage: ft. _____

16. Length of shore frontage: _____ ft.

17. Is the existing principle structure ___ seasonal or ___ year-round?

18. Is the structure to be expanded a ___ principal structure or ___ accessory structure?

19. Existing foundation: ___ Post ___ Frost Walls ___ Full Basement ___ Slab

Other _____

20. 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** shore path width? _____

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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	Dist from water	Existing Height	Existing sqft 0-25 fr water	Existing sqft 25 - 75 fr water	Existing sqft 75 - 100 fr water	Existing 100+ fr water	27a Existing Total	27b Existing sqft to be removed

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 ----

Structure	Dist. from water	Proposed Height	Proposed 0-25 ft from water	Proposed 25-75ft from water	Proposed 75-100ft from water	Proposed 100+ ft from water	28a Total Proposed SqFt

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

30. Percent Shoreland Zone coverage _____.

31. Percentage of Shoreland Zone expansion of structure within 100' _____.

32. Is your proposed strutcure: Seasonal or Year Round (circle one)

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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 contractor's 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.

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- 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

Permit # _____	
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) _____	