

# Formal Shoreland Zoning Application



## Town of Poland Planning Board

**Application Form – Page 2**

**Submission Checklist – Page 5**

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### INSTRUCTIONS:

1. Please complete pages two through ten. Obtain or get copies of information as required by the application on these pages.
2. Use the checklist on pages five and six to make sure submission requirements are met. The checklist is a summary of the standard requirements in the Comprehensive Land Use Code.
3. All waiver requests will require a written statement.
4. Make seven copies of the application and required submissions as well as **one digital PDF copy. Please submit these copies and the original application as well as any fees (see fee schedule) to the Code Enforcement Office by 1:00 pm seven days prior to the stated meeting.**

**Applicant Name:**

**Date of Board Review:**

# Application

<b>PARCEL INFORMATION:</b>			
Parcel ID:			
Lake Watershed:			
Road Location:			
Lot Size:	(sq. ft.)	Year Created:	
Shore Frontage:	(ft.)	Road Frontage:	(ft.)
Zone:		Flood Zone:	
Aquifer Overlay:		Current Use:	

<b>OWNER INFORMATION:</b>	
Name:	
Mailing Address:	
Phone #:	

<b>APPLICANT INFORMATION:</b>	
Applicant Is:	<input type="checkbox"/> Landowner <input type="checkbox"/> Contractor <input type="checkbox"/> Renter <input type="checkbox"/> Buyer <small>*If applicant is landowner, write "SAME" below. If not the landowner, please submit a letter of permission to construct on or use the land, and complete below.</small>
Name:	
Mailing Address:	
Phone #:	

<b>THIS APPLICATION IS FOR:</b>
<input type="checkbox"/> New Development <input type="checkbox"/> Change of Use <input type="checkbox"/> Expansion of Use <input type="checkbox"/> Expansion/Replacement of Structure(s) <input type="checkbox"/> Resumption of Use

## Existing Lot Conditions

<b>1. GENERAL</b>	
A. Does this lot have any development? (If no, go to proposed development)	<input type="checkbox"/> YES <input type="checkbox"/> NO
B. Is there an existing well?	<input type="checkbox"/> YES <input type="checkbox"/> NO
C. Is there an existing Septic System?	<input type="checkbox"/> YES <input type="checkbox"/> NO
D. Is there an existing road entry?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"> <li>If YES include any changes or modifications on plans.</li> <li>If NO please submit a copy of appropriate Road/Entrance Application.</li> </ul>	
E. Will there be any existing structures removed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"> <li>If YES, submit information about the structure and how it will be disposed of.</li> </ul>	
<b>2. EXISTING LAND DEVELOPMENT &amp; IMPROVEMENTS NOT INCLUDING BUILDINGS</b>	
A. Size of lawns:	(sq. ft.)
B. Size of fields:	(sq. ft.)
C. Size of driveways/roads:	(sq. ft.)
D. Size of paths or other non-vegetated areas:	(sq. ft.)
E. Size of wetlands already filled	(sq. ft.)

<b>3. EXISTING MAIN STRUCTURE</b>	
A. Ground Footprint:	(sq. ft.)
B. Total gross floor space (exterior dimensions of all floors):	(sq. ft.)
C. Road frontage setback:	(ft.)
D. Side setback:	(ft.)
E. Rear setback:	(ft.)
F. Distance to Great Pond:	(ft.)
G. Distance to stream:	(ft.)
H. Distance to wetlands:	(ft.)
Foundation:	<input type="checkbox"/> Full Basement <input type="checkbox"/> Frost Walls <input type="checkbox"/> Slab <input type="checkbox"/> Piers
<b>4. EXISTING ACCESSORY STRUCTURE</b>	
A. Total number of structures:	
B. Total ground footprint:	(sq. ft.)
C. Total floor space:	(sq. ft.)
D. Closest road setback:	(ft.)
E. Closest side setback:	(ft.)
F. Closest rear setback:	(ft.)
G. Distance to Great Pond:	(ft.)
H. Distance to Streams:	(ft.)
I. Distance to Wetlands:	(ft.)
<b>5. TOTAL EXISTING IMPERVIOUS SURFACES</b>	
A. Add 2c + 2d + 3a + 4b:	(sq. ft.)
B. Divide this by lot size in square feet x 100%:	%
*This number cannot exceed 15%	

## Proposed Development

<b>1. WETLANDS TO BE IMPACTED:</b>	(sq. ft.)
<b>2. CHANGES IN LANDSCAPE(Can be negative value for size reduction)</b>	
A. Changes in lawn size:	(sq. ft.)
B. Changes in buffers:	(sq. ft.)
C. Changes in naturally wooded areas:	(sq. ft.)
D. Total opening in forest canopy:	(sq. ft.)
<b>3. CHANGES IN FOOTPRINT(S) AND DEVELOPED AREA(S)</b>	
A. Changes in building footprint(s):	(sq. ft.)
B. Changes in driveway/roadway:	(sq. ft.)
C. Changes in patios, walkways, etc:	(sq. ft.)
D. Total changes to impervious surfaces (3a + 3b + 3c):	(sq. ft.)
<b>4. PERCENTAGE OF LOT COVERED BY IMPERVIOUS SURFACES</b>	
A. 5. (Total existing impervious surfaces) + 3d (above)/total lot square footage x 100%	%
*This number cannot exceed 15%	

## Required Submissions

*Attach drawings and/or statements describing the following items if applicable:*

- Provide a copy of deed and Tax Assessors Information Card.
- Provide a map of the general area showing land features within at least a ½ mile of this lot.
- Provide site plans(s) of your lot with existing development and its dimensions shown.

- *Include: Dimensions, location, and distances of lot lines. Lawns, wooded areas, roadways, high water lines, driveways, septic system, walkways, and structures.*
- *Show names of roads and water bodies*
- Provide site plan(s) of your lot with proposed development and its dimensions shown (*may be combined on existing development drawing*).
- Provide detailed plans of proposed structural development and changes.
- Provide phosphorus loading calculations.
- Provide prepared buffer plan if needed for building expansion.
- Anticipated date for start of construction.
- Anticipated date for completion of construction.
- Submission requirements shall follow sections 508.30 and 509.8 of the Comprehensive Land Use Code. Copies of the code are available for viewing at the Town Office, Library, and on the Code Enforcement page of the website, [www.polandtownoffice.org](http://www.polandtownoffice.org). Copies can be purchased in the Code Enforcement Office.
- Use Checklist on page five for a summary of usual requirements.
- Any other requirements unique to your project added by the Planning Board.

***Please list all state and federal approvals, permits, and licenses required for the project:***

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## Disclosure

1. I hereby acknowledge that I have read this application and pertinent sections of the ordinances, and state that the information in this document is to the best of my knowledge true and accurate. I agree to comply with all of the Town of Poland's ordinances and the State of Maine's statutes regulating the activities sought in this application as well as any permit(s) approved for this application.
2. I understand that all construction of structures shall conform to the *Maine Uniform Building and Energy Code* and the *NFPA 101 Life Safety Code, 2009*.
3. I understand that any approval is valid for only the use(s) as specified in this application. The permitting authority must approve any change(s) made to the use(s) sought in the application. Any approval issued for this application is approved on the basis of truthful information provided by the applicant(s), and as allowed by the ordinances of the town.
4. I understand that it is my responsibility to assure that the lot description herein accurately describes its ownership, its boundary lines, and the setback measurements from the legal boundary lines.
5. I understand that I have the burden of proof as to the legal right to use the property, and that approval of this application in no way relieves me of this burden. Any approval issued does not constitute a resolution in favor of me or the landowner in any matters regarding the property boundaries, ownership, or similar ties.
6. I understand that all necessary **Building and Use Permits** shall be secured from the Code Enforcement Office after the Planning Board grants approval of this application.
7. I understand that a **Certificate of Occupancy** shall be required prior to the start of any use or occupancy associated with this application unless a signed written waiver is issued with the permit. Fines and penalties may be issued if use or occupancy is stated prior to the issuance of the certificate.
8. I understand that the approval becomes invalid if construction or use has not commenced within twelve (12) months of the approval date, construction is suspended for more than six (6) months and no notice for just cause is submitted prior to the end of the six (6) months, or it is found that false statements have been furnished in this application.
9. I understand that if I fail to comply with the aforementioned statements, a **"STOP WORK"** order may be issued for which I will immediately halt any construction and/or use(s) that are approved for this application. This failure may also require that I return the property to its natural state or as closely thereto before the use(s) was/were approved.
10. I understand that failure to follow these requirements will lead to **Violation Notices** and Citations that have fines and penalties. This in turn can lead to civil proceedings in District Court.
11. I understand that all **state and federal permits** are my responsibility as the applicant and/or owner.

<b>Applicant Signature:</b>	<div style="text-align: right; margin-bottom: 10px;"><b>Date:</b></div> <hr style="border: 0.5px solid black;"/>
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# Submissions Checklist

*The following list is the information required by section 508.30 and 509.8 of the Comprehensive Land Use Code for the Town of Poland. Please check in the column on the left if the information has been provided, a waiver has been requested, or you believe the information is not applicable to your application. If a waiver has been requested, or the information is not applicable, a written explanation is required.*

FOR APPLICANT USE				FOR PLANNING BOARD USE			
Provided	Waiver	N/A	<u>Section 509.8A "Submission Requirements"</u>	Received	On File	Waived	N/A
			Site Plan drawings				
			Signed copy of application				
			Name & Address of owner				
			Name & Address of all abutters within 500 feet of your lot				
			Map of general location				
			Show all adjacent properties				
			Name, Map & Lot numbers on drawings				
			Copy of Deeds & Agreements				
			Name of designer on plans				
			<u>Section 508.30 Shoreland Areas</u>				
			Structure & Site Plan drawing				
			New structure set back 100' from lake, 75' from streams & wetlands				
			Water dependent structures indicated				
			Setbacks or structures shown in drawings				
			Show all structures				
			Side and road setbacks shown				
			Need for larger than required setbacks				
			Steep slopes shown				
			Multiple Principle Structures have required land area				
			<u>Piers, Wharves, Bridges</u>				
			Shore access soils described				
			Locations of development and natural beaches shown				
			Effect on fish & wildlife				
			Dimensions of structures shown				
			Superstructure on piers				
			Use of pier superstructures				
			Permanent structures have DEP permit				
			<u>Individual Private Campsites</u>				
			Show land area for each site				
			Campsite setbacks are shown				
			Type of development for sites				
			Amount of clearing for vegetation				
			Sewage disposal plan				
			SSWS approved if used > 120 days				
			<u>Parking Areas</u>				
			Parking areas setbacks shown				
			Parking areas sized & designed for storm water				
			<u>(Part one) Driveways Only</u>				

FOR APPLICANT USE				FOR PLANNING BOARD USE			
Provided	Waiver	N/A	<u>Section 509.8A "Submission Requirements"</u>	Received	On File	Waived	N/A
			Setbacks as required				
			State reasons for location in Resource Protection				
			Culverts				
			<u>(Part two) Road Only</u>				
			Setbacks as required				
			Reasons stated for location in Resource Protection				
			Road expansion according to Chapter 8				
			Road slopes shown < 2H:1V				
			Road Grades < 10%				
			Buffer plan between road and water body				
			Ditch relief shown				
			Turnout spacing shown				
			Drainage dips when < 10% slope				
			Culverts shown				
			Show relief sizing and stabilization				
			<u>Storm water runoff</u>				
			Plans show storm water runoff and retaining areas				
			<u>Clearing of vegetation for development OR individual campsites</u>				
			Cutting of vegetation < 100' from shoreline				
			Preservation of buffer strip				
			Plan showing existing trees and planned cutting				
			Clearing < 40% basal area in any 10 year period				
			Preservation of vegetation < 3' high				
			Pruning of limbs on lower 1/3 of trees				
			Plan of removal and replacement of dead and diseased trees				
			Tree removal plan > 100' and < 250' from shoreline				
			Non-conforming lot legally existing				
			Fields reverted to woodlands follow forested rules				
			<u>Shoreland Access Held In Common</u>				
			Proper water frontage for number of lots that hold access in common				
			<u>Single Family Home in Resource Protection District</u>				
			No place on lot outside Resource Protection where home can be located				
			Lot undeveloped				
			Location of all improvements				
			Slopes > 20%				
			Development 1 ft. above 100 year floodplain				
			Development outside floodplain				
			Total ground footprint < 1500 sq. ft.				
			Structures > 150 ft. from waterline				
			<u>Phosphorus Calculations</u>				
			<u>Copies of state, federal permits (if applicable)</u>				

This application was first looked at by the Planning Board on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ but does not create vested rights in the initiation of the review process.

By vote of the Board this application requires an on-site inspection: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, an onsite inspection is scheduled for \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_ : \_\_\_\_ AM \_\_\_\_ PM

By vote of the Board this application requires a public hearing: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, public hearing is scheduled for \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_ : \_\_\_\_ AM \_\_\_\_ PM

**Conditions of Approval:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
*Planning Board Chair*

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Date*



## Phosphorus Calculation Form



*The Code Enforcement Officer or Planning Board shall review and approve a Phosphorus Management Control Application based on one of the following methods.*

### POINT SYSTEM

The Applicant shall meet or exceed thirty (30) points based on the following schedule:

PROPOSED PHOSPHORUS CONTROL MEASURES (Check those proposed)	POINTS ALLOWED (By CEO or Planning Board)
10 Points for correcting an existing erosion problem on the project site.	
10 Points for a clearing limitation of <15,000 sq. ft. or <20% of lot.	
15 Points for a clearing limitation of <10,000 sq. ft. or <15% of lot.	
15 Points for the installation of rock lined drip edges or other infiltration system to serve the new construction.	
20 Points for a 50 foot wide buffer.	
25 Points for a 75 foot wide buffer.	
30 Points for a 100 foot wide buffer.	
<b>TOTAL</b>	

**Authorized Signature:**

**Date:**

\_\_\_\_\_  
*Code Enforcement Officer or Planning Board Chair*



# Phosphorus Calculation Alternate Form



<b>Watershed:</b>		
<b>Water Quality Category:</b>		
<b>Level of Protection:</b>		
<b>Per Acre Phosphorus Allocation:</b> <i>(from table 612.17.A.1.a in the CLUC)</i>	(lbs./ac./yr.)	(oz./ac./yr.)
<b>Total Buildable Land Area:</b> <i>(DO NOT INCLUDE land that is wetland or steep slopes)</i>	(sq. ft.)	(acres)
<b>Maximum Permitted Phosphorus Export from Project:</b> <i>(PPE-lbs, PPE-oz)</i>	(lbs./yr.)	(oz./yr.)

Impervious Surface Type	Sq. Ft.	Acres	Pre-Treat Export	B	WP	Inf.	Adjusted Phos. Export
Buffer Values:	WI=		Soil GRP=		Slopes=		
Buffer Values:	WI=		Soil GRP=		Slopes=		
Buffer Values:	WI=		Soil GRP=		Slopes=		
Buffer Values:	WI=		Soil GRP=		Slopes=		
Buffer Values:	WI=		Soil GRP=		Slopes=		
Buffer Values:	WI=		Soil GRP=		Slopes=		
<b>(TE) Total Phosphorus Export:</b>							(lbs./yr.)
<b>(TPA) Phosphorus Availability:</b>							(lbs./yr.)

*Comparison of PPE to TPA:*

(lbs./yr.)
*Must be =>0
(oz./yr.)

## ADDITIONAL INFORMATION:

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<b>Authorized Signature:</b>	<b>Date:</b>
<i>Code Enforcement Officer or Planning Board Chair</i>	





# Fee Schedule



## Site Review & Formal Shoreland Zoning

Type	Description	Amount	Units/Comments
Application – Sketch Plans	Rough Design	\$75.00	Each application (no other fees)
Application – Formal		\$150.00	Each application + fees below
Approval Extension	Planning Board Only	\$50.00	One extension only
Escrow	Minimum Amount	\$700.00	When required by Planning Board
Extension of Approval		\$100.00	Before approval expires
Auto Graveyards/Recycling		\$5.00	Per vehicle storage slot (parking space)
Junkyard, Storage Lots		\$1.50	Per ft. of outside storage
Towers	Residential	First \$1,000 cost of work - \$20; Remaining cost of work \$5 per \$1,000	
Towers	Commercial	First \$1,000 cost of work - \$20; Remaining cost of work \$10 per \$1,000	

**Reduced Fees:** The Planning Board may, upon application therefore, allow reduced total site review fees to \$50.00 in any case which it determines that the work for which permit is sought will be performed within the Shoreland Zone. The project shall be intended solely for the purpose of protecting a Great Pond, Stream, River, or other Natural Resource through the implementation of Conservation, Best Management Practices, or other environmental safeguards. Also, the project shall not result in the enlargement of any building or structure or an intensification of the existing use of the property.

# TOWN OF POLAND



## Planning Board Agenda Request

### FOR OFFICIAL USE ONLY

Date Received	
Time Received	
Received By	
Parcel ID	
Meeting Date	

*Meetings are normally conducted from 7:00 to 9:00 pm in the Town Office Conference Room on the second and fourth Tuesday of each month.*

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date of the meeting you are requesting to be scheduled for

Applicant's Name:	
Mailing Address:	
Town, State, Zip:	
Phone Number:	

Type of Application:	<input type="radio"/> Sketch Plan	<input type="radio"/> Site Review	<input type="radio"/> Shoreland	<input type="radio"/> Subdivision	<input type="radio"/> Informational
Map, Lot:					
Road Location:					
Zoning:		Lake Watershed:			
Project Description:					

### IMPORTANT INFORMATION:

- This office must receive the original application and appropriate fees by Friday at 1:00 pm, eleven days prior to the stated meeting to be put on the upcoming agenda.
- New business is scheduled on the agenda in the order this office receives this form.
- If you want your application reviewed for contents prior to the meeting, it must be in this office fourteen days prior to the stated meeting.
- Should the board choose to adjourn before all business is addressed, all remaining business will be tabled until the next available meeting.
- Unfinished business is conducted before new business is addressed.

Applicant Signature:	_____	Date:	_____
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