

Mercer Shoreland Zoning Permit Application Checklist

Completed Application MUST be submitted one week prior to the Planning Board meeting
to include the following:

_____ **7 Completed Applications** – One (1) Original Color and Six (6) Non Color copies

NOTE: Please complete all applicable parts of the application. If you are unsure whether a section is applicable, please check with the Code Enforcement Officer. Also be sure that the Code Enforcement Officer visits the site, completes page 8 of the application and approves your erosion control plan prior to the Planning Board meeting.

Please supply accurate measurements for

- lot area and boundary line measurements
- setbacks from high water mark of water body and side and rear lot lines
- all building dimensions
- percentage of structure expansion within 100 feet of water body
- applicable percentage of non-vegetated surfaces within 250 feet of water body (if applicable, refer to Section 15 of Shoreland Zoning Ordinance subsections F and G, pages 10 and 11)

_____ **Application fee** (See application cover page for list of fees)

_____ **Green return receipts** showing proof of notice to abutters along with a **Copy of the Notice** (see application page 1)

_____ Signed letter of authorization to agent acting for applicant, if applicable. (See application page 2, #11)

_____ Copies of interior and exterior plumbing permits and any other state or local required permits

_____ Complete soil erosion control plan (see Section 15 Land Use Standards of Shoreland Zoning Ordinance, subsections I, N and O and Best Management Practices of Erosion)

_____ Copy of most recent deed which conveys title to owner/applicant