1015 BEECH HILL ROAD, SUITE A, MERCER, ME 04957

**PHONE: 587-2911 Fax: 587-2912 E-Mail: mercerclerk@outlook.com**

OFFICE HOURS: Refer to town website: mercermaine.com for current office hours

All parts of the application MUST be complete in order for the application to be reviewed.

##  Red: All forms to be filled out by the applicant.

##  Green: Parts of the application the planning board will complete.

##  Blue: All parts of the application that will be completed by the Code . Enforcement Officer. Contact CEO, Ryan Storro (603) 831-4390

 **ATTENTION APPLICANTS: IMPORTANT INFORMATION:**

**Application Fee:**

* $300 for a new principal structure or for an expansion to an existing principal structure;
* $200 for a garage or for road or driveway construction;
* $100 for a storage shed, other accessory structure, dock, wharf or similar structure;

## $ 75 for any other activity requiring a permit

## Applications and Fees due: One week prior to meeting date, 3rd Tues. of month 7:30 pm Also include completed Mercer Shoreland Zoning Permit Application Checklist

Contacting the Code Enforcement Officer is required in order to submit an application to the Planning Board to schedule a pre-construction/activity inspection at a mutually convenient time.

* Code Enforcement Officer and/or the Planning Board must receive a separate form in writing for each activity. Applicants should review the Mercer Ordinance in order to assure that their plans conform to all applicable requirements. Copies are available at the Town Office for purchase.

Each application requiring Planning Board review shall include One (1) Complete Original (Color) Application and Six (6) non color copies together with the fee shown above.

* In order to be complete, the application must include a Copy of the Notice to the abutters with the Green Return Receipts showing proof of notice to abutting land owners. The notices to abutting property owners must specify (1) the location of the proposed activity (physical address and Map and Lot numbers) (2) a general description of the project and (3) the meeting date at which the Planning Board will review the application.

**Please read section 16.C.6 on page 18 of the Mercer Shoreland Zoning Ordinance**

**regarding possible additional fees.**

# Applicant/Owner Information

# 1. Application Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Tax Map #: \_\_\_\_\_\_\_ Tax Lot #: \_\_\_\_\_

# 3. Water Body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (North Pond, Sandy River, Bog Stream, or other)

4. Property Street Address:

5. Deed to property recorded in Book \_\_\_\_\_\_\_\_\_\_ Page \_\_\_\_\_\_\_\_\_\_\_

6. Past Permit(s) & Dates:

7. Indicate what your Shoreland Zone is (Please circle only one below):

 Stream Protection Resource Protection Limited Residential

8. Owner(s) Name:

##### 9. Address if different from above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Phone#-Day: Phone#-Eve: \_\_\_\_\_

##### 11. Applicant(s) Name (if different from above, signed letter of authorization from owner must be included): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Address:

13. Phone #-Day: Phone #-Eve:

14. Brief Description of Project:

15. What type of application are you applying for (see page 7 of Mercer Shoreland Zoning Ordinance)? Land Use Table # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Describe Your Lot

##### 16. Lot Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Wood, lawn, field, etc.)

17. Type of Access Road: 18. Road Frontage: ft.

 (Town, private, state, or other)

19. Circle Type of Shore Frontage: Sandy Rocky Steep Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

20. Existing Shore Path Width: ft

21. Length of Shore Frontage: \_\_\_\_\_\_\_\_ft

##### 22. Measurement of lot lines: \_\_\_\_\_ft X \_\_\_\_\_ft X \_\_\_\_\_ft X \_\_\_\_\_ft X \_\_\_\_\_ft X \_\_\_\_\_ft

##  Please describe your EXISTING Structure(s) \_\_\_ Not Applicable

23. Check and answer all that applies:

\_\_\_\_Residence Square Footage\_\_\_\_\_\_\_\_\_ Distance from High Water Mark \_\_\_\_\_\_\_ft

\_\_\_\_Garage Square Footage\_\_\_\_\_\_\_\_\_ Distance from High Water Mark \_\_\_\_\_\_\_ft

\_\_\_\_Other\* Square Footage\_\_\_\_\_\_\_\_\_ Distance from High Water Mark \_\_\_\_\_\_\_ft

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Other Description

\_\_\_\_\_Drive/Parking Square Footage\_\_\_\_\_\_\_\_\_ Distance from High Water Mark \_\_\_\_\_\_\_ft

\_\_\_\_\_\_ TOTAL SQUARE FOOTAGE OF ALL NON-VEGETATED SURFACES

24. Size of lot (specify square feet or acres) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

25.

1. The total area of all EXISTING structures, parking lots, and other non-vegetated surfaces =\_\_\_\_\_\_\_sq. ft.
2. The total area of **PROPOSED** structures, parking lots, and all other non-vegetated surfaces=\_\_\_\_\_sq. ft.

26.

1. Total Area of EXISTING divided by lot square footage (answer #24) = \_\_\_\_\_\_%.
2. Total Area of ALL EXISTING & PROPOSED divided by lot square footage = \_\_\_\_\_%

27. Circle the use of your existing structures: Year Round Seasonal

28. Circle Existing Type of Foundation:

Post Frost Walls Full Basement Slab Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### 29. Height of foundation above ground: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

30. Describe Type of Septic and amount of bedrooms it supports

31. Existing **Permitted** Septic System soil test design attached. If design is not attached, please identify why: (only systems prior to 1973 do not have designs)

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

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#### Please Describe your PROPOSED Structure/Use/Construction

 (A separate application is needed for each structure)

##### 32. Circle proposed structure/use: Year Round Seasonal

 Briefly describe proposed use:

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

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33. Circle one of the following: Alteration Addition New Construction Other \_\_\_\_\_\_\_

34. Circle proposed type of foundation:

 Posts Frost Wall Full Basement Slab Other \_\_\_\_\_\_\_\_\_\_\_

##### 35. Height of foundation above ground: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ft

36. Does your structure have any new bedrooms? \_\_\_\_ No \_\_\_\_ Yes How many? \_\_\_\_\_

37. Does your structure have any new bathrooms? \_\_\_\_ No \_\_\_\_\_ Yes How many? \_\_\_\_\_

38. Distance from Normal High Water Mark: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ft.

39. What will be your proposed Shore Path width? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_Ft

40. Describe any **Proposed** Septic System:

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

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#  \_\_\_ Not Applicable

41. If proposed construction is less than the required set back from the high water mark the following section must be completed:

a) Attached photos of existing area & structures to help document that construction is away from water’s edge AND

b). The following section must be completed in order to assess that construction is less than a total of ONE TIME, 30% expansion of current area AND volume.

CODE:

L = Length, H = Height, W = Width

AE = Area Existing, AP = Area Proposed, VE = Volume Existing, VP = Volume Proposed,

API =Area Proposed Increase, VPI= Volume Proposed Increase

COMPLEX DESIGNS MAY REQUIRE MORE THAN ONE COMPUTATION

EXISTING STRUCTURE PROPOSED STRUCTURE

 x = x = x = x =

 L W AE H VE L W AP H VP

APPROVED INCREASES MUST BE LESS THAN 30%

  X 100 = %  x 100 = %

 AP AE API VP VE VPI

42. Is the Area Proposed Increase (API) less than or equal to 30%? Yes No

43. Is the Volume Proposed Increase (VPI) less than or equal to 30%? Yes No

44. Other Proposed Shoreland Activity: (circle & describe below) \_\_\_ Not Applicable

Agricultural Campground(s) Cut/fill Home occupations

Individual campsite(s) Mineral explorations Parking areas Roads

Driveways Signs Timber harvesting any other activities not listed please describe below:

REQUIRED: COMPLETE THE FOLLOWING 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 an expansion of an existing structure, please distinguish between the existing structure and the proposed expansion.

SCALE: ¼ inch = \_\_\_\_\_\_\_\_\_\_\_\_ feet Please draw ARROW to indicate North

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FRONT OR REAR ELEVATION

SIDE(s) ELEVATION

 Draw a simple sketch showing both the existing and proposed structure height(s) and length(s).

CODE ENFORCEMENT OFFICER INFO AND/OR COMMENTS

CEO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned is/are applying for a permit to build, alter, or improve existing structures or grounds as stated above and as depicted and described in this application and on attachments. To the best of my/our knowledge, all information submitted on this application and all attachments is true and correct. No changes to this proposal may be made without approval from the appropriate authority (PB, CEO, Board of Appeals, etc.).

NOTE:

* A properly completed application will be processed in accordance with Section 16: Administration, sub-sections B, C, D, & E, pages 17 and 18 of the Mercer Shoreland Zoning Ordinance.
* If the proposed use/construction is a non-conforming structure (within 100’ of the normal high water mark) a photo of the location is required.
* All applications are subject to confirmation by an on-site inspection.

Owner Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE USE ONLY

 PERMIT #\_\_\_\_\_\_\_\_\_

Approved Disapproved

 (Ordinance#/Page#) (Ordinance#/Page#)

Pending CEO

 (Signature & Date)

Planning Board Chair

 (Signature & Date)

DEP Notification Advised: Yes No

DEP Permit by Rule # & Date (if required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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