

# TOWN OF YARMOUTH

200 Main Street

Yarmouth, Maine 04096

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## SHORELAND ZONING PERMIT APPLICATION

PERMIT # \_\_\_\_\_ ISSUE DATE \_\_\_\_\_ FEE AMOUNT \_\_\_\_\_

Date: \_\_\_\_\_ Zoning District \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_ Ext \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

MAILING

ADDRESS: \_\_\_\_\_ e-mail \_\_\_\_\_

OWNER (other than applicant)

NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

MAILING

ADDRESS: \_\_\_\_\_ e-mail \_\_\_\_\_

CONTRACTOR

NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

MAILING

ADDRESS: \_\_\_\_\_ e-mail \_\_\_\_\_

PROPERTY

LOCATION: \_\_\_\_\_

*Applicant must also include a narrative of the project including a description of all proposed construction, (E.G. Land clearing, road building, septic systems and wells – Please note: A site plan sketch is required on a separate sheet of paper no less than 11” x 17” or greater than 24”x36”*

**Please note: Plan set must be bound (not rolled) with a cover sheet and index.**

Proposed use of project: \_\_\_\_\_

Estimated cost of construction \_\_\_\_\_

Lot area (sq. ft.) \_\_\_\_\_

Frontage on Road (FT) \_\_\_\_\_

SQ. FT. of lot to be covered by non-vegetated surfaces \_\_\_\_\_

Elevation above 100 YR Flood Plain \_\_\_\_\_

Frontage on water body (FT.) \_\_\_\_\_

Height of proposed structure \_\_\_\_\_

Existing use of property \_\_\_\_\_

Proposed use of property \_\_\_\_\_

*Note: NEXT Questions apply only to expansions of portions of existing structures that are less than the required setback.*

- A) Total building footprint area of portion of structure that is less than required setback as of 1/1/89: \_\_\_\_\_ SQ.FT.
- B) Actual shore setback of existing structure proposed for expansion (measured as required in SOD, e.g.: Highest Annual Tide; Upland Edge of Coastal Wetland; Top of Bank (RP); Normal High Water Line of rivers and streams; as applicable): \_\_\_\_\_
- C) Building footprint area of expansions of portion of structure that is less than required setback from 1/1/89 to present: \_\_\_\_\_ SQ.FT.
- D) Building footprint area of proposed expansion of portion of structure that is less than required setback: \_\_\_\_\_ SQ.FT.
- E) % Increase of building footprint of previous and proposed expansions of portion of structure that is less than required setback since 1/1/89: % increase =  $\frac{((C+D) \times 100)}{A} =$  \_\_\_\_\_ %
- F) Floor Area and Market Value of Structure prior to improvements: (a) Area: \_\_\_\_\_ Value: \_\_\_\_\_. Floor Area and Market Value of portions of Structure removed, damaged or destroyed: (b) Area: \_\_\_\_\_ Value: \_\_\_\_\_. If the floor area or market value of (b) exceeds 50% of the area or value of (a), then the Relocation provisions of Article IV.R.5.a.(3) and (4) shall apply. **Note:** A value appraisal may be required or submitted in close cases where the applicant asserts that that 50% trigger and relocation assessment provision is not met. **Any plan revisions after initial approvals to replace rather than renovate building components (foundations, framing, etc.) shall be required to re-calculate the extent of removal, damage or destruction relative to retained structure.**
- Please provide a site plan to include lot lines, area to be cleared of trees and other vegetation; the exact position of proposed structures, including decks, porches, and out buildings 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 the expansion of an existing structure, please distinguish between the existing structure and the proposed expansion.
- Note: For all projects involving filling, grading, or other soil disturbance you must provide a soil erosion control plan describing the measures to be taken to stabilize disturbed areas before, during and after construction.
- Draw a simple sketch showing both the existing and proposed structures with dimensions.

## SHORELAND ZONING PERMIT CHECKLIST

Please note that this checklist is intended to help applicants identify major submittal components but it is the applicant's responsibility to review the SOD/RP provisions outlined in Chapter 701 of the Yarmouth Code and provide all required information as well as conform to all design components. Copies of Chapter 701 are available at the Yarmouth Town Hall or can be downloaded on the Town website which is [www.yarmouth.me.us](http://www.yarmouth.me.us).

- Complete Shoreland Zoning Permit application including signatures of property owners and agents.
- Appropriate fee.
- Square footage of lot area within the 250' SOD
- Square footage and % of lot covered by non-vegetated surfaces within the SOD
- Square footage and % of cleared area within lot area within the SOD
- Delineation of 75' setback from upland edge of the coastal wetland
- Delineation of 250' SOD line from upland edge of the coastal wetland.
- Delineation of Resource Protection District
- Height of any proposed structures as measured between the mean original grade at the downhill side of the structure and the highest point of the structure
- Building elevations of any proposed structures as viewed from side and rear lot lines
- % Increase of expansions of portion of structure which is less than the required setback (if applicable)
- Floor Area and Market Value of Structure prior to improvements: (a) Area: \_\_\_\_\_ Value: \_\_\_\_\_. Floor Area and Market Value of portions of Structure removed, damaged or destroyed: (b) Area: \_\_\_\_\_ Value: \_\_\_\_\_.
- Elevation of lowest finished floor to 100 year flood elevation
- Evidence of submission of the application to the Maine Historic Preservation Commission (MHPC) at least twenty (20) days prior to the Planning Board meeting as required in Article IV.R.O
- Copy of additional permit(s) if applicable:
  - Planning Board (e.g. Subdivision, Site Plan Review)
  - Board of Appeals
  - Flood Hazard
  - Exterior plumbing permit (Approved HHE 200 Application Form)
  - Interior plumbing permit
  - DEP permit (Site Location, Natural Resources Protection Act)
  - Army Corps of Engineers Permit (e.g. Sec. 404 of Clean Waters Act)
- Please circle all habitat types, marine organisms and shoreline elements present:  
(Sand beach) (boulder/cobble beach) (sand flat) (mixed coarse & fines) (salt marsh)  
(ledge) (rocky shore) (mudflat) (sediment depth if known) (Bluff/bank) (Mussels) (clams)  
(marine worms) (rockweed) (eelgrass) (lobsters) (other \_\_\_\_\_)
- Signs of intertidal erosion? (Yes) (no)
- Energy: (protected) (semi-protected) (partially exposed) (exposed)
- Copy of deed
- Soil erosion control plan
- Photographs
- Plan view

NOTE: Applicant is advised to consult with the CEO and appropriate state and federal agencies to determine whether additional permits, approvals, and reviews are required.

**CONDITIONS OF APPROVAL**

The property shown on this plan may be developed and used only as depicted on this approved plan. All elements and features of the plan and all representations made by the applicant concerning the development and use of the property which appear in the record of the Planning Board proceedings are conditions of approval. No change from the conditions of approval is permitted unless an amended plan is first submitted to and approved by the Planning Board.

I certify that all information given in this application is accurate. All proposed uses shall be in conformance with this application and the Town of Yarmouth Shoreland Regulations in the Zoning Ordinance. I agree to future inspections by the Code Enforcement Officer / Planning Director / Planning Board members (as applicable) at reasonable hours and with advance notice.

“I authorize appropriate staff within the Yarmouth Planning Department to enter the property that is the subject of this application, at reasonable hours, including buildings, structures or conveyances on the property, to collect facts pertaining to my application.”

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Agent Signature \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable)

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Code Enforcement Officer \_\_\_\_\_

DATE OF APPROVAL / DENIAL OF APPLICATION \_\_\_\_\_  
(by either staff or planning board)