

INSTRUCTIONS FOR FILLING OUT SHORELAND ZONING PERMIT APPLICATION

Applicant may keep this sheet!

The Planning Board issues Shoreland Zoning Permits within the Town of Hartford. However, if the application is for minor earth moving or clearing only (without plans for expansion or construction of a structure) the Code Enforcement Officer may be able to handle your application and issue a Permit. In addition, however, a permit from the State of Maine Department of Environmental Protection (DEP) is required if you plan any earth disturbance within 100 feet of the high water mark and such DEP permit must accompany this application. The CEO can clarify what permits are needed and to which authority to apply.

Please Note:

Usually the application process takes at least two meetings of the Planning Board; one to review the application and schedule a site visit and the second to review the site visit report and Approve/Approve with conditions/Deny the application. If the application is not fully completed, it will be returned to you, therefore, we suggest that you and your contractor complete the application together and check with a Planning Board member or CEO if you have any questions. **The application fee, payable to the Town of Hartford, must accompany the application.**

Complete Shoreland Zoning Application as follows:

- A. Answer every question. If it does not apply, put "N/A" in the box. If you are not sure, check with a Planning Board member or CEO.
- B. Show all measurements and calculations for answers on page 2. This is critical in determining the allowable expansion of non-conforming structures. Again, if you have questions, ask for a "How to calculate" instruction sheet or check with a Planning Board member or CEO.
- C. Complete the Site Plan diagram (Page 3). Application will be returned if this sketch and the required information are missing.
- D. Include current photos (Page 4).
- E. *On Page 5, list names and addresses of all abutters within 250feet if you want to expand a structure that is non-conforming; i.e., if it is less than 100feet from the normal high water mark of a lake or pond or less than 75feet from a river or a stream.
- F. *Attach a copy of any previous permits issued after 1/1/89 for this property.
- G. *Attach a copy of the current tax map of this property, circle the lot and indicate the location of existing structures and the location of the proposed construction.
- H. Locate and conspicuously flag all property boundaries and markers that is required for site visits.

*The Town Clerk can help you with names and addresses of abutters, copies of tax maps and possibly previous permits, and CEO/Planning Board names and phone numbers.

(**OVER** Instructions continued on other side)

- 1) A completed application, any additional required documents and the application fee **MUST** be received in the Town Office at least one week prior to the regular Planning Board Meeting:

Town of Hartford
1196 Main Street
Hartford, ME 04220
Fax: 207-388-2388

The Planning Board meets the first Monday of every month. Immediately after your application has been received at the Town Office, please call the Chairperson or Secretary of the Planning Board to be placed on the meeting's agenda. The Town Office can give you the Planning Board names and telephone numbers.

- 2) Feel free to ask a member of the Planning Board for assistance prior to presenting your application to the Board. Names and phone numbers of Planning Board members and the CEO are available at the Town Office.
- 3) You or your contractor/agent must present your application the Planning Board in person. This will normally be at the next regularly scheduled meeting of the Planning Board (1st Monday of each month).

For Office Use Only	FEE PAID: <input type="checkbox"/> _____
	DATE PAID: <input type="checkbox"/> _____
	REC'D BY: _____

TAX MAP & LOT: _____
WATER BODY: _____
E911 ADDRESS: _____

TOWN OF HARTFORD

SHORELAND ZONING PERMIT APPLICATION
TO THE HARTFORD PLANNING BOARD

GENERAL INFORMATION

1. APPLICANT	2. APPLICANT'S ADDRESS	3. APPLICANT'S TEL. #
4. PROPERTY OWNER	5. OWNER'S ADDRESS	6. OWNER'S TEL. #
7. SUMMER ADDRESS	8. CONTRACTOR'S NAME AND ADDRESS	9. CONTRACTOR'S TEL #
10. HISTORY OF PROPERTY: A) DATE PROPERTY WAS PURCHASED <input type="checkbox"/> _____ B) ALL CORNER MARKERS ARE CLEARLY VISIBLE <input type="checkbox"/> _____ C) DATE EACH STRUCTURE WAS BUILT OR ENLARGED (ATTACH A COPY OF ALL PRIOR BUILDING/SLZ PERMITS) _____ _____ _____		11. SLZ DISTRICT _____ LIMITED RESIDENTIAL <input type="checkbox"/> _____ STREAM PROTECTION <input type="checkbox"/> _____ RESOURCE PROTECTION <input type="checkbox"/>
12. WRITTEN DESCRIPTION OF PROPOSED WORK (PLEASE NOTE THAT A SITE PLAN SKETCH IS REQUIRED ON PAGE 3) _____ _____ _____ _____ _____		
13. PROJECT INCLUDES FILLING OR OTHER EARTH MOVING ACTIVITY OF: <input type="checkbox"/> <input type="checkbox"/> _____ LESS THAN 10 CUBIC YARDS; _____ MORE THAN 10 CUBIC YARDS. <input type="checkbox"/> NOTE: Any excavation within 100' of the high water mark MUST have a DEP permit.		
14. PROJECT INCLUDES REMOVAL OF TREE/S: <input type="checkbox"/> <input type="checkbox"/> _____ NUMBER OF TREES TO BE REMOVED; _____ LOCATION OF EACH TREE INDICATED ON SITE PLAN SKETCH ON PAGE 3;		
15. IF YEAR-ROUND DWELLING, GIVE DATE WHEN YEAR-ROUND USE BEGAN	16. DATE OF INSTALLATION OF SEPTIC SYSTEM, W/SOURCE OF INFORMATION	
	17. DATE WHEN SEPTIC TANK WAS LAST PUMPED	

SHORELAND AND PRO

18. LOT AREA - # OF ACRES OR SQUARE FOOTAGE IF LESS THAN ONE ACRE	19. FRONTAGE ON WATERBODY (FT.)
20. SQUARE FOOTAGE OF NON-VEGETATED SURFACES (STRUCTURES, PATHS & DRIVES) Attach calculations A) WITH EXISTING STRUCTURE: B) WITH PROPOSED EXPANSION:	21. ELEVATION ABOVE MEAN SEA LEVEL DETERMINED TO BE IN FEET A) WITH EXISTING STRUCTURE: B) WITH PROPOSED EXPANSION:
22. FRONTAGE ON WATERBODY (FT.)	23. HEIGHT OF STRUCTURE A) OF EXISTING STRUCTURE: B) OF PROPOSED EXPANSION:
24. SETBACK FROM HIGH WATER MARK (FT.) A) OF EXISTING STRUCTURE: B) OF PROPOSED EXPANSION:	25. USE OF PROPERTY A) EXISTING: <input type="checkbox"/> <input type="checkbox"/> B) PROPOSED:

NOTE: QUESTIONS 26 & 27 APPLY TO EXPANSIONS OF EXISTING STRUCTURES WHICH HAVE LESS THAN THE REQUIRED SETBACK.

SQUARE FOOTAGE	CUBIC FOOTAGE (VOLUME)
26. A) SQUARE FT. OF ANY STRUCTURE WITH LESS THAN THE REQUIRED SETBACK (AS OF 1/1/89).	27. A) CUBIC FT. OF ANY STRUCTURE WHICH IS LESS THAN THE REQUIRED SETBACK (AS OF 1/1/89).
26. B) SQUARE FT. OF ANY PRIOR EXPANSION FROM 1/1/89 TO THE PRESENT.	27. B) CUBIC FT. OF ANY PRIOR EXPANSION FROM 1/1/89 TO THE PRESENT.
26. C) SQUARE FT. OF PROPOSED EXPANSION OF STRUCTURE.	27. C) CUBIC FT. OF PROPOSED EXPANSION OF STRUCTURE.
26. D) % INCREASE OF SQUARE FT. OF ACTUAL AND PROPOSED EXPANSIONS OF THIS STRUCTURE SINCE 1/1/89. <input type="checkbox"/> (% INCREASE $B + C \times 100$) A	27. D) % INCREASE OF CUBIC FT. OF ACTUAL AND PROPOSED EXPANSIONS OF THIS STRUCTURE SINCE 1/1/89. <input type="checkbox"/> (% INCREASE $B + C \times 100$) A

SITE PLAN

If the proposal is for the expansion of an existing structure, please distinguish between the existing structure and the proposed expansion. Please include:

(1) lot lines and location of corner markers;

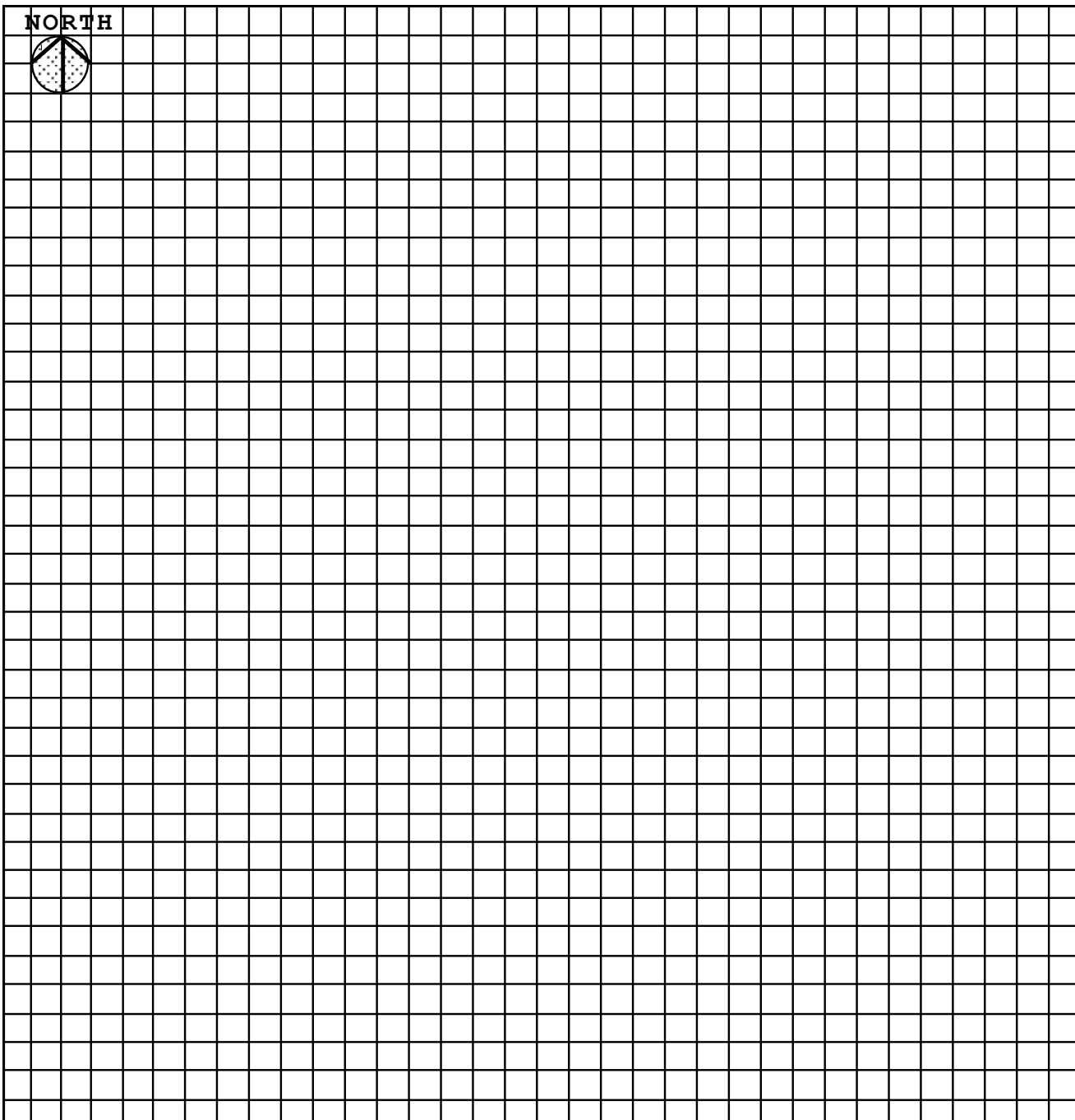
(2) location of tree(s) to be removed;

(3) exact position of proposed structures, including decks, porches and out buildings with accurate setback distances from the shoreline, side and rear property lines;

(4) location of proposed wells, septic systems, paths and driveways; and

(5) areas with amounts to be filled or graded.

NORTH



SCALE:

=

FEET

SHOW FRONT OR REAR ELEVATION

SHOW SIDE ELEVATION

SKETCH THE EXISTING STRUCTURE AND PROPOSED ADDITION. PROVIDE PH
SIDES OF THE EXISTING STRUCTURE.

IF APPLYING FOR EXPANSION OF A NON-CONFORMING USE, PROVIDE NAMES AND MAILING ADDRESSES OF ALL LOT OWNERS WITHIN 250' OF YOUR PROPERTY

Multiple horizontal lines for providing names and addresses of lot owners.

I CERTIFY THAT ALL INFORMATION GIVEN IN THIS APPLICATION IS TRUE AND CORRECT. I HAVE CONSULTED THE HARTFORD SHORELAND ZONING ORDINANCE AND THIS APPLICATION AND TOWN OF HARTFORD SHORELAND ZONING ORDINANCE AGREE TO FUTURE INSPECTIONS BY THE CODE ENFORCEMENT OFFICER AT REASONABLE HOURS.

PROPERTY OWNER'S SIGNATURE (Required)

DATE

AGENT'S or CONTRACTOR'S SIGNATURE (IF not the property owner)

DATE

NOTE Usually the application process takes at least two meetings of the board of zoning appeals one to review the application and schedule a site visit and the second to review the site visit report and Approve/Approve with conditions/Deny the application.