Planning Board Application Form

Instructions to the Applicant: Read this form carefully. All Applicants may not need to answer all questions. Please contact the Code Enforcement Officer (CEO) through the Town Office for application assistance. 443-4342.

Planning Board meetings are held on the second Tuesday of each month. One (1) copy of the application submission must be brought to the CEO at least 12 days prior to Planning Board meeting in order to be placed on the agenda. Three (3) additional copies of the entire submission should be provided to the PBoard at the meeting.

A non-refundable application fee of $____ must be submitted to the CEO with the Application no less than 12 days prior to the Planning Board meeting in order to be placed on the agenda.

(1) Applicant Information:
   Name: __________________________________________________
   Address: __________________________________________________
   __________________________________________________
   Phone: (     ) ____________ Alt Ph: (     ) _____________

(2) Interest in property for which permitting action is requested (e.g. owner, owner’s agent, lessee, etc.)_________________________________________

   (a) If Applicant is not the owner, please provide the following owner information along with a letter of authorization:
   Name: __________________________________________________
   Address: __________________________________________________
   __________________________________________________
   Phone: (     ) ____________ Alt Ph: (     ) _____________

(3) Address or location of the property (describe in sufficient detail to be clear and understandable or attach a map indicating the location.)

   __________________________________________________
   __________________________________________________
   Parcel Map: ______Lot: _______ Book: _______ Page: _______
   Current Zoning: ___________________________ Acreage: ___________
(4) Has the property been subject of a previous permit application?  ___ yes ___ no
If yes, please provide a brief explanation of the purpose and timeframe of that application(s):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(5) What is the existing use of the property?  ____________________________________________

(6) Is the property part of an existing subdivision?  _____ yes _____ no

(7) What is the use requested to be permitted?
   a)  _____ Residential
   b)  _____ Accessory Building
   c)  _____ Pier or Dock;  _____ Temporary  _____ Permanent
   d)  _____ Other  _______________________________________________________

(8) Type of Sewage Disposal System  _____ Existing System  _____ Proposed System
_______________________________________________________________________
_______________________________________________________________________

ATTENTION:  Answer question 9 only when proposing the erection of a new structure or the
renovation or expansion of existing structures.

(9) Percentage of lot to be occupied by proposed structure(s) _________________.
(If explaining an existing structure or adding structures include all structures in the calculation.)
Details of structures (include general description and exterior dimensions including length, width, and approximate height [number of stories is sufficient]):

   A)  _______________________________________________________________
   B)  _______________________________________________________________
   C)  _______________________________________________________________
   D)  _______________________________________________________________

(10) Lot dimensions:
   Width ________________
   Depth ________________
   Area ________________ (specify unit of measure)
(Attach plot map)
11) Site Plan: On a separate piece of paper illustrate the following information about the lot and the proposed use or development of the lot using a scale drawing, map, or prepared site plan:
   a) Lot Dimensions
   b) Names of abutting property owners, names and locations of Rights of Ways (public and private including roads and traveled ways discontinued or not), and abutting or traversing bodies of water or wetlands.
   c) Exact locations and size of existing and proposed structures; and distances from each to boundary lines.
   d) Locations of sewage disposal facilities and water supplies.
   e) Areas to be cleared of tree growth (if applicable).
   f) Areas of cut, fill, grading, or other earth moving activities (as applicable).
   g) Summarize any existing or proposed easements, restrictions, and/or covenants placed on the property.

ATTENTION: Provide the following information for Question 11 only if applying for a property in, or proposed for, a Commercial Use.

   h) Location and dimensions of any on site pedestrian and vehicular access ways, parking areas, loading and/or unloading facilities, ingress and egress ways to and from the site to public roads.
   i) Size, location, orientation, and intensity of illumination of all outdoor lighting apparatus and signs.
   j) Type, size, and location of any incineration devices.
   k) Type, size, and location of all existing and proposed catch basins, storm drainage facilities, streams, and watercourses, and all utilities, both above and below the ground.

NOTE: Before filing a commercial application, plans must be submitted to the Fire Chief for review before Planning Board approval can be granted.

The undersigned (Applicant) applies for a permit to be issued by the Planning Board on the basis of the information provided herein. The Applicant certifies that all information provided by the Applicant, including that contained in attachments hereto, is true and correct to the best of the Applicants knowledge and belief.

Applicant: ________________________________ Date: ________________

Signature